



WORK SMART

Student Employment Services & Co-op Center

VOLUME 3, ISSUE 1

FALL 2009

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FALL EVENTS

Job Fest
October 13th
11am-1pm
Marple Campus
"A" Lobby
Part-time Employment Opportunities

"What Employers
Look for When
Hiring"

Marple Campus
November 13th
9:05am-10:10am
Large Auditorium

Southeast Center
November 19th
8:30am-9:45pm
Room 137

Work Study Program Update

Work Study is an opportunity to work part-time on the various College campuses or in the local community. Many students qualify for Work Study as part of their financial aid package, there are also College-funded opportunities on campus for students who may not qualify for financial aid.

With the changes in the economic conditions over the past year, the Work Study program has become increasingly popular.

Based on the increased interest in the program, some exciting changes are

being implemented for the current academic year.

New, increased pay rates are being implemented for both on and off campus positions beginning with the Fall 2009 semester. These rates are very competitive with rates students would find at other part-time jobs, but with the assurance that their supervisors will take their class schedules into consideration when scheduling work hours.

Several new positions are also being added and many of the positions require specific skills or knowledge

and can provide students with valuable work experience to complement their studies. In addition to extra income and gaining experience, students who are successful in their positions may also receive a positive work reference from their supervisor.

In these tough economic conditions, these expanded work study opportunities can give students not only the funds to allow them to remain in school, but give them the skills and experience to obtain a job and be successful when they leave the College.

Upcoming Workshops

Tuesday, October 6, 11:05-12 Preparing for the Job Fair , Room 1335

Thursday October 8th, 11:05-12 Resume Writing , Room 1335

Thursday October 15, 11:05-12 Interviewing Skills, Room 1335

Thursday October 22, 11:05-12 Job Search Strategies , Room 1335

Thursday November 19, 11:05-12 Eight Easy Ways to Lose a Job, Room 1335

Tuesday November 3rd 11:05-12 Resume Writing , Room 1335

Tuesday November 10th 11:05-12 Interviewing Skills, Room 1335

Tuesday November 17 11:05-12 Job Search Strategies , Room 1335

Graduate Accepts Job At The Boeing Company!!

Jonathan Boas completed his Mechanical Technology degree in August 2009. While attending DCCC, Jonathan secured a co-op at Olympic Tool in Aston, PA as a manufacturing engineer. Because of his excellent performance during the co-op, Jonathan was offered full-time employment at Olympic Tool and then spent a year at Folsom Tool.

Jonathan recently accepted a position as a Systems Engineer at Boeing. Boeing is the world's leading aerospace company and the largest manufacturer of commercial jetliners and military aircraft combined.

Additionally, Boeing designs and manufactures rotorcraft, electronic and defense systems, missiles, satellites, launch vehicles and advanced information and communication systems.



“Before attending DCCC, I took classes full time at a technical university in western New York,” Jonathan said “After coming to DCCC, I was surprised to find that

the instructors and faculty in many cases are more knowledgeable than at a university that is much more expensive. The Co-op office was very helpful and placed me at a company where I really learned a lot about engineering and manufacturing. If I knew in high school what I know now, I would have gone right to DCCC. I would have gotten a great education and saved thousands of dollars in the process.” Jonathan concluded.

Jonathan’s future plans include finishing his Bachelor Degree at Drexel University. Way to go Jonathan!

Employer Profile— Wawa Inc.

Wawa is headquartered in Wawa, Pennsylvania and operates over 570 convenience stores located in five states (NJ, PA, VA, MD, and DE). The first Wawa Food Market was opened in Folsom, PA in 1964. It is a privately owned company. Some of Wawa’s popular products are their coffee, hoagies, baked goods, and grab and go items like fruit and salad. Many stores also have gasoline available.

“Wawa” is a Lenni Lenape Indian word for the Canada goose that was found in the Delaware Valley, that’s why they use the goose on Wawa’s Corporate Logo.

Currently Wawa employs over 16,000 associates. Wawa recently hosted a Professional Exchange at their Wawa University Conference

Center for local colleges and universities. During this event many spoke about the core values of Wawa including Howard Stoeckel, President and CEO.

The Core Values of Wawa are: Value People, Delight Customers, Embrace Change, Do The Right Thing, Do Things Right, and a Passion for Winning.

Representatives from Wawa also talked about their College Internship Program and Wawa’s College Graduate Leadership Program. Through the College Internship Program students participate in a 13-week program in the Fresh Food and Beverage Areas or in the Customer Services Area. The College Graduate Leadership Program is an 18 month program

designed to prepare a student for a management career.

Wawa has also rolled out their new website for colleges and universities:

www.mywawacampus.com.



Job Searching During Recession

Stay Positive: The most important thing when searching for a job in tough economic times is to have a positive attitude. Remain active in your job search and seek support from others who can offer encouragement and advice.

Target Your Search: Identify and learn about a few companies of interest. Learn as much as you can about the companies mission, history, present, and future plans for growth. Also, find out about its culture and values. Express

your knowledge and why you would be an asset in a cover letter. Pursue and contact a specific person within the organization— even if there are not any current opportunities. Conduct an *Informational Interview* with a current employee.

Build a Network: Tell everyone you know that you are involved in a job search. Seek assistance from the Student Employment Services & Co-op staff and attend Career Fairs. Utilize professional social networking sites such as Linked In.

Be Flexible: When using sites such as Careerbuilder or Monster use various job titles or keywords that will match your skill set. Consider part-time employment or working for a staffing agency.

Be Realistic and Prepared: The job market is more competitive and it takes longer to secure a position. You will need to make a great first impression quickly. Practice for an interview by rehearsing answers to common questions.

Networking has been proven to be the most successful job search strategy.



A Little Networking Goes A Long Way...

What is networking all about? At its core, networking is about forging new business relationships that will lead to mutual benefits later on. A new job, another client or a solid professional ally: No matter what the ultimate goal, people who network will most likely reach their lofty professional heights faster.

Networking is a skill that comes with practice, one that has its own share of challenges. Walking into an unfamiliar setting and chatting up strangers might sound daunting, especially if you're not a social maven. The more you network, the easier it gets and the more enjoyable it can be. For those newbies looking for painless and simple net-

working pointers, here are some suggestions to help you find your edge.

Be patient: Your first conversation with a prospective client or a new industry connection isn't going to net you an immediate contract. Many good business deals come from long-term friendships, so don't be pushy or overly persuasive.

Once you've gotten to know your contact, offer business suggestions without expectations. Maybe it's a new marketing strategy they could apply or a specific website improvement. Either way, make it something that will benefit their company, based on something you could do. Stay patient, and when the time is right, you'll be ready to act.

Be genuine: What are the most important qualities that you value in a friendship? Most would respond with trust, honesty and dependability. These intangibles are also key to forming long-term business relationships. These qualities need to be developed as quickly as possible in a networking situation.

Find opportunities in leisure activities:

Business-related functions are just one way to network. You can also do it through leisure activities and groups. Common interests serve as automatic icebreakers and will lead to solid friendships and more

enjoyable networking. If you want to get some solid networking from your hobbies, the sky's the limit. Just remember to enjoy yourself while you're at it.

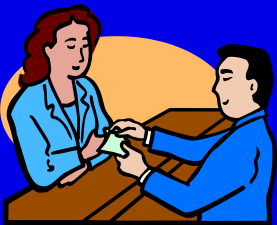
Establish your skills : Are you ready to answer when someone says, "What can you do for me?" The answer comes from knowing exactly what you can offer.

Stay in touch: After an initial meeting, you should make a point of sending a quick thank-you e-mail or offering a brief phone call.

By: Jasper Anson
www.askmen.com

**BRING
PLENTY OF
RESUMES**

Just
remember
to...
Relax!
Have fun!
Learn as
much as
you can!



Fall Job Fest Tips

Career Fairs are events at which you are able to assess a multitude of candidates for their hiring needs in a limited amount of time. Therefore, the job candidate needs to make the very most of the opportunity in the time allotted. Here are some helpful hints:

Bring Plenty of Resumes: Be certain that your resume accurately reflects your training and experience. If you need assistance, refer to the booklet, ***How To Write Your Professional Resume***, available at the Student Employment Services & Co-op Center, Room 1305 or The Career & Counseling Center, Room 1325. **Once you have updated your resume**, you may have it critiqued by calling 610-359-5331 or stop by Room 1305 between 9 a.m. and 7 p.m. to schedule an appointment.

Preview List of Employers: Take some time to learn about companies that interest you. Have a general knowledge of their products or services.

First Impressions are Lasting: Even though this event takes place on a college campus, employers are very attuned to the “look” of potential employees. They may well ask themselves, “Did this candidate take the time and care to project a professional appearance?” Professional dress and business casual are strongly suggested.

Communicate Your Skills: This takes a bit of pre-planning. Employers want to know **very specific** activities which you have performed utilizing your skills. If you have not had paid work experience, think very carefully about class projects as well as

personal (home, friends, family) projects which have given you the chance to implement what you have learned. **It is strongly suggested that you practice articulating your experience before introducing yourself to the recruiters so that you are very comfortable with verbalizing your skills in detail.**

Ask Relevant Questions: Company representatives are always interested in enthusiastic candidates as they have a higher rate of success in the workplace. Ask questions which demonstrate interest. For example: What do you look for in the people you hire? What are your company’s plans for future growth? What kinds of career opportunities are available for someone with my training and skills? **Do not** inquire about salary and benefit plans. These issues normally do not come up at career fairs.

Overall: Keep in mind that each organization is different in its approach to hiring. Some may schedule you to come to the office for a formal interview, while others may simply collect your resume for further review. In any case, be certain to collect business cards at each table, and tell the recruiter that you enjoyed speaking with him/her. You may even want to send a thank you note to employers who are of special interest to you.

“Providing personalized customer services that bring students and employers together.”



**Student Employment Services
& Co-op Staff**

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Phone: 610-359-5304

Fax: 610-359-5075

Web: www.dccc.edu/studentemployment

What can our office do for you?

We can help you to...

- ◇ Find full-time, part-time and summer employment
- ◇ Write a resume for the first time or update an existing one
- ◇ Practice job interviewing skills by doing a mock interview
- ◇ Learn about how to search for jobs including on the Internet
- ◇ Meet area employers through
On-campus Career Fairs
On-campus recruiting tables
Career Panels and Special Presentations
- ◇ Set up and maintain a file for letters of recommendation for your job search
- ◇ Obtain work experience for credit in your major through the Co-op/Internship Program
- ◇ Locate Work Study jobs on campus or off campus

**Visit us in Room
1305 Main Campus**

DCCC Online Job Board

The Student Employment Services & Co-op Center introduced a valuable online service for students and employers in the fall of 2006.

College Central Network powers the DCCC Online Job Board, where employers can post their job openings free of charge and review student and alumni job seekers' resumes. Students and alumni enjoy

24/7 access to part-time and full-time job openings at no charge. They can also post

their resumes for employers to review.

Currently more than 850 employers and over 1500 students and alumni have registered and are using the site.

Recent jobs posted on the online job board can also be viewed on the job boards located inside our office in room 1305 and in the hallway outside of the office.

The DCCC Online Job Board can be accessed at www.collegecentral.com/

