Welcome Class of 2021!
careercenter.cofc.edu
Finding a Job at CofC
Career Center
Lightsey 2nd Floor

Office Hours

8:30 a.m. – 5:00 p.m. M - F

Walk-in Hours and Appointments Available

Drop Ins Hours: Mon/Tue/Thurs/Fri Afternoons

Employer in Residence Wednesday Afternoons

Check our Webpage for Events and Updates
Meet our Career Center Staff

Executive Director: Jim Allison

Erin, Meredith, Tyler, Emma, Andrea, Cheryl, Hannah
Social Media

https://www.facebook.com/CareerCofC/

https://twitter.com/CareerCOFC

https://www.linkedin.com/in/careercofc

https://www.instagram.com/careercofc/
Finding Information

Career Center

Monday-Friday 8:30am-5:00pm | 843.953.5692 | careercenter@cofc.edu

Early Career Engagement Leads to Success

TAKING THE CLIMB

Appointments

To schedule an appointment, please call 843.953.5692

*The Career Center serves all students at all College of Charleston campuses.

CougarJobLink

Events Calendar

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, July 10</td>
<td>Innovation in Sales Technology Scholarship- Applications DU</td>
</tr>
<tr>
<td>Wednesday, July 26</td>
<td>How to Start a Business - and Make it Work!</td>
</tr>
</tbody>
</table>

Showing events until 8/15. [Look for more...](#)
Getting Started

- Be Resume Ready (review our on-line guide)
- Assess your situation – Academic and Work
- Considerations:
  - Your time availability (academics, study time, activities)
  - Your skills
  - Your interests and major
New Student Employee Orientation
For On-Campus Jobs

• Form I-9 Verification (you choose)
  • Social Security Card - original
  • Passport - original
  • Birth Certificate - original

• W-4 Form
  • Taxes - we are not allowed to advise you
  • You may want to have discussion with parents

• Direct Deposit
  • Voided check or Letter/Form from Banking Institution
Benefits of a Part-time Job

• Test drive career choices to gain experience
• Networking
• Filling resume gaps
• Making money $$$$$
On Campus Employment Types

• **Non-Work Study** – many offices on campus
  • Department pays entire wage

• **Federal Work Study** – many offices on campus
  • Wage supplemented by federal government
  • Must have pre-applied on FAFSA; notification from Financial Aid

• **On campus Vendors (not paid through CofC)**
  • Aramark, Barnes & Noble, Starbucks
  • Located on campus; not paid through CofC
Off Campus Employment

• Community Partners
  • Federal Work Study Partners
  • Student Employment Coordinator has Listing

• Local Employers
  • Downtown and Greater Charleston Area
  • CougarJobLink, on My Charleston Page
Considerations
On Campus vs. Off Campus

• Academic schedule
• Willingness to work with your class schedule
• Work study, non-work study
• An array of work environments
• Ability to network with local businesses
• Competitive wages
Where do I Begin?

- **CougarJobLink**
  - Available 3 days after registration

Located on your MyCharleston
- Student Services Tab
<table>
<thead>
<tr>
<th>Job ID</th>
<th>Position Type</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10389</td>
<td>Pizza Maker / Restaurant Staff</td>
<td>8/30/2017</td>
</tr>
<tr>
<td>10438</td>
<td>Front Desk Receptionist</td>
<td>7/31/2017</td>
</tr>
<tr>
<td>10450</td>
<td>Grill 225 Hostess</td>
<td>8/29/2017</td>
</tr>
<tr>
<td>10523</td>
<td>Tutor</td>
<td>9/29/2017</td>
</tr>
</tbody>
</table>
Parents Can Help

- Post your company job opening!
- Ensure your student has access to original documents required for hiring
- Emphasize an academic/work/life balance
- Trust your student to make the best decisions
  - Be there for them when/if they don’t…