



COLLEGE of
CHARLESTON

Welcome Class of 2021!



careercenter.cofc.edu



COLLEGE of
CHARLESTON

Finding a Job at CofC



careercenter.cofc.edu

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

COLLEGE HOME

- About the Center
- Students
- Student Employment
- Alumni
- Employers
- Faculty / Staff
- Parents
- Contact Us
- Request a Workshop

APPLY TO THE COLLEGE

PLAN A VISIT

- PRINT PAGE
- SHARE PAGE

COLLEGE HOME / CAREER CENTER

Career Center

Monday-Friday 8:30am-5:00pm | 843.953.5692 | careercenter@cofc.edu | [f](#) [t](#) [i](#) [in](#)

The graphic features a staircase with seven steps, each labeled with a career development stage. From bottom to top, the steps are: 'Assessing Values, Interests, and Skills', 'Exploring Jobs and Career Paths', 'Taking Courses Related to Career Goals', 'Gaining Experience Related to Goals', 'Building a Network', 'Finalizing Plans', and 'Being Engaged Alumni'. A cougar is shown climbing the first step. The text 'TAKE the CLIMB' is in a circle on the left. The College of Charleston logo is on the right. A navigation bar at the bottom lists years from Pre-Enrollment to Alumni.

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

Monday, July 10

Innovation in Sales Technology Scholarship- Applications DU

Wednesday, July 26

5:00pm How to Start a Business - and Make it Work!

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

CougarJobLink

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

CougarJobLink

CougarJobLink

Search by Job Type

10389 / Pizza Maker / Restaurant Staff

 [Add To Favorites](#)

Benny Ravello's


Job Location (City, State):
Charleston, SC

Position Type:
Part-time Off Campus: Downtown

Expiration Date:
6/30/2017

[Expand](#)

10438 / Front Desk Receptionist

 [Add To Favorites](#)

Khouri Chiropractic & Health Solutions

Job Location (City, State):
Charleston, SC

Position Type:
Part-time Off Campus: Downtown

Expiration Date:
7/31/2017

[Expand](#)

10450 / Grill 225 Hostess

 [Add To Favorites](#)

Market Pavilion Hotel


Job Location (City, State):
Charleston

Position Type:
Part-time Off Campus: Downtown

Expiration Date:
6/29/2017

[Expand](#)

10523 / Tutor

 [Add To Favorites](#)

College of Charleston -REACH Program

Job Location (City, State):
Charleston, SC

Position Type:
Part-time On Campus

Expiration Date:
9/29/2017

[Expand](#)

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...

Questions

