

# Career Services Center Fact Sheet



Career Services Center  
(602) 243-8154

<http://students.southmountaincc.edu/StudentDevelopment/CareerServices/>

**LOCATION:** Student Enrollment Services Building **PHONE:** 602.243.8154 **FAX:** 602.243.8383

**FALL/SPRING HOURS:** Mon, Tues, Wed, and Thurs 8:00am – 5:00pm / Fri 9:00am – 5:00pm

**SUMMER HOURS:** Mon – Thurs 7:30am – 6:00pm (Closed on Fridays)

## STAFF

Natalie Huddlestun, Interim Coordinator of Career Services - [natalie.huddlestun@southmountaincc.edu](mailto:natalie.huddlestun@southmountaincc.edu), 602-243-8176

Crystal Fields, Office Assistant – [crystal.fields@southmountaincc.edu](mailto:crystal.fields@southmountaincc.edu), 602-243-8154

## SERVICES

<b>SELF-ASSESSMENT</b>	<p><b>Assessments</b> are available to help you explore majors and careers that fit your interests, abilities and values! Contact Career Services at (602) 243-8154 or visit <a href="http://students.southmountaincc.edu/StudentDevelopment/CareerServices/">http://students.southmountaincc.edu/StudentDevelopment/CareerServices/</a> to learn more.</p>
<b>CAREER DEVELOPMENT &amp; JOB SEARCH</b>	<p><b>Resume &amp; Interview Assistance</b> – Use the Career Services resume &amp; interview resources to prepare your resume and interview, then Career Services staff will review your resume and play out a mock interview.</p> <p><b>Job Search Resources</b> – There are many resources available in the Career Services Center to help you as you search for a job. Some of these resources include:</p> <ul style="list-style-type: none"> <li>★ <b>Maricopa Career Network</b> – Use this website, updated daily, to search for local jobs posted by employers for Maricopa Community College students and alumni. Check it out at <a href="http://www.maricopa.edu/careers">www.maricopa.edu/careers</a>.</li> <li>★ <b>Job Opportunities Binders</b> – The Career Services Center updates these binders daily. Browse through the job postings in career fields of interest to you.</li> <li>★ <b>Internet Access to Research Job Openings</b> – Use the Career Services computers to look up job listings at sites like Jobing.com and CareerBuilder.com, or research job openings at companies for which you want to work.</li> </ul> <p><b>College Work-Study Job Postings</b> – Once you have been approved for College Work-Study through the Financial Aid Office – come to Career Services to browse through available on-campus College Work-Study positions.</p> <p><b>Annual Career Event</b> – Each Spring, the Career Services Center sponsors a career event on campus with representatives from businesses and different industries. You won't want to miss this incredible event!</p>
<b>EXPERIENTIAL EDUCATION</b>	<p><b>Internships</b> – Want to earn credit for working in your career field of interest? Check out available internships and learn how you can use this experience to help land the job you want.</p> <p><b>Service-Learning</b> – Gain career-related experience and help your community by giving back. Information about agency partners can be found by contacting the Career Services Center.</p>
<p><b>Virtual Career Center</b> – Check out our website at <a href="http://students.southmountaincc.edu/StudentDevelopment/CareerServices/">http://students.southmountaincc.edu/StudentDevelopment/CareerServices/</a> - click on the links that will help you with career planning from start to finish!</p>	