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# STUDENT EMPLOYMENT

### Welcome to Student Employment

The Student Employment Department, located in the Career Center, Main Building #228, serves Cerro Coso students, graduates and alumni with employment resources for on and off campus opportunities.

For those who are not sure what kind of employment to seek, career counseling is offered through the Cerro Coso Career Center. To make an appointment and find additional resources, visit the **Career Exploration page** or stop by the Career Center.

# Register for Jobspeaker

Students looking for employment should follow these steps:

- 1. Create an account on Jobspeaker.
- 2. Apply online from a computer or the mobile application via smart phone.
- 3. When actively job seeking, check your Jobspeaker account often; all interactions, including the scheduling of your interview, will be done through the online system.

For best results with Jobspeaker, use Google Chrome as your browser.





### **On-Campus Student Employment**

Cerro Coso College employs students to work part-time in many departments on campus while attending college. Job types vary and an effort is made to locate work related to your major or occupational goal. Employment is not guaranteed, you must apply online and be interviewed by the department to be offered a student employee position. All employment positions for Cerro Coso College main campus, KRV, ESCC and Tehachapi campus are posted on Jobspeaker as "oncampus" jobs.

#### Student Worker Handbook

Review the **Student Worker Handbook**; it will explain eligibility and requirements, opportunities, process, paperwork and documentation requirements, and important information.

To apply on-campus, students must meet the following requirements:

- Be enrolled at Cerro Coso College in 6 units for fall and spring semesters, 2 units for the summer session
- Have Federal Work Study (if required by the department) visit Financial Aid for more information
- Register for Jobspeaker and create a profile
- Complete the application; including full name, full address and phone number

Applying for jobs no longer requires a mandatory appointment, but if you have any questions, or would like to schedule an appointment with a Job Development Specialist to review your resume or interview skills, please contact the Career Center at (760) 384-6276.

# Off-Campus Employment

The Student Employment Center assists students in finding part-time and full-time employment located off-campus while attending college or upon graduation. We make an effort to locate work that is related to your major or occupational goal. All employment positions are posted on Jobspeaker.

**Industry Employers** looking to hire Cerro Coso students and alumni will find information on the **Industry Employers page**.

### **Internship Opportunities**

Cerro Coso Community College partner with industry employers to provide internship opportunities for students currently enrolled in a variety of CTE programs. Internships may be paid or unpaid, depending on the employer. Internships provide valuable work experience skills and give students an opportunity to explore career options with local employers while completing their degree or certificate.

If you are a student interested in pursuing one of our available internships, complete this form and a member of our career services department will be in contact with you:

Internship Interest Form »

# GET STARTED TODAY.

APPLY NOW REGISTER FINANCIAL AID

