

CAREER SERVICES

SANTA MONICA COLLEGE

LOCATION

Student Services Center
Second Floor

PHONE

310.434.4337

WEBSITE

www.smc.edu/careercenter

Fall & Spring Hours:

Mon, Tues, Thurs: 8:00 am – 5:00 pm
Wed: 8:00 am – 7:00 pm
Fri: 8:00 am – 1:30 pm

Winter & Summer Hours:

Mon thru Thurs: 8:00 am – 5:00 pm
Fri: 8:00 am – 1:30 pm

To utilize our services students must be currently enrolled in 3 units or more at SMC.

CAREER COUNSELING

Individual Career Counseling

Counselors work individually with students to explore majors and careers and set goals regarding career choices. Call or visit to schedule an appointment.

Counseling 12 Career Planning Class

1 unit, eight-week class on career planning is offered every semester to help students explore and assess career interests, work values, skills, and personality and how they fit into the world of work. See the listings for Counseling 12 in the Schedule of Classes or on the SMC website.

INTERNSHIPS

www.smc.edu/internship

Hundreds of internship opportunities are available to SMC students. Students can receive assistance in finding an internship. Visit the Career Services Center for general questions.

Internship Drop-In Times

Mondays 2:30pm-4:30 pm

Tuesdays and Thursdays 10:00am-12:00 pm

Wednesdays 3:00pm-4:30 pm

EMPLOYMENT RESOURCES

www.indeed.com

The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

www.linkedin.com

LinkedIn is a social networking website designed for professionals in all industries. By using it, you can begin networking and connecting with individuals in your field of interest. Recruiters use LinkedIn to hire college interns and employees.

EMPLOYMENT RESOURCES

www.smc.edu/hiresmc

A free searchable employer data base, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus Jobs, Internships, On-campus Jobs & Volunteer opportunities.

To access www.smc.edu/hiresmc:

- Click on “Student” and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.

To find on-campus jobs:

- Log into your account
- Select “Search – My School’s Jobs”
- In the “view jobs by Job Type” you must select “student employment”

The jobs listed will indicate whether they are available for “Federal Work Study” or “Student Help” or both. Under the same tab, there are separate options to search for Off-campus Jobs, Internships and Volunteer opportunities.

www.glassdoor.com

Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more.

Internship and Job Fair

The Fair is held in September and May of each school year. Over 80 companies attend and offer internship and/or job opportunities to SMC students.

MAJOR/CAREER SELECTION RESOURCES

www.online.onetonline.org

Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on “find occupations.”

MAJOR/CAREER SELECTION RESOURCES

www.choices360.com

(do not use Internet Explorer)

A career database where you can read current information about various careers including salary, outlook, and education.

Click **Create an Account**

Enter **Access Key**: CA01218

Click **Next**

Click on College Type - **Santa Monica College**

– Select Next

Enter your personal information. Create a user Account Name and Password

Write your Account Name and Password in the spaces below. Note: You will need to access this site each time you log in.

Account Name: _____

Password: _____

Provide a secret question and answer to help if you forget your password.

Check the box if you agree to the privacy policy and terms of the site, and then click **NEXT**

Click on Create Your Account –

Start using Choices 360!

Click on **Career Planning** – in the menu bar

Click on **Explorer Careers** – in the menu bar

Choose one of the following options

Type a Career title in the “Search for” Box **OR**

Select a letter of the alphabet for a list of careers that begin with that letter **OR** Select a category in the “Browse Career Clusters” and select a career from the list.

Once you have selected a career that fits your interests you can read about money, outlook, related careers and education, etc.

https://www.cacareerzone.org

After high school and college you will need to work to pay for housing, transportation, clothes etc. Find out how much money you will need. Click on “occupations direct” for salary information.

www.mynextmove.org

Search for information about hundreds of jobs based on key words or by industry. You can take a quick assessment to obtain a list of possible careers to explore. Click on the section that is appropriate for you.

www.roadtripnation.com/edu/smc

Explore an archive of videos made by regular people interviewing diverse professionals from around the world.

Creating an Account

- Enter in your information.
- Make sure to check the box if you agree to the privacy policy and terms of the site.
- Please make sure to record your Account Name and Password.
- Membership Code: SMC2019

Exploring the Site

The Interview Archive is filled with stories from Leaders from varying fields, careers, and backgrounds. See how they figured out what they love and how they built their life around it.

- Complete the activity under The Roadmap tab to find Leaders connected to your area of interest.
- Explore the Themes tab to find out what Leaders think about financial security, success, and many other difficult topics.
- Use the All Leader tab to see whom we’ve talked to throughout the years.
- Personalize your experience by finding Leaders based on Interest and Foundation

WHAT CAN I DO WITH A MAJOR IN.....?

www.smc.edu/StudentServices/Career ServicesCenter/Pages/MajorandCareer Exploration.aspx

Provides summaries for majors, sample job titles, possible employers, professional associations, and resources for finding employment. Copy and paste address above. Scroll down to section entitled “Career Exploration Resources” and Click on “What Can I Do With This Major”. It will take you to the actual website then Click on “View All Majors” at the top to select the major(s) you are interested in researching.