

# CAREER SERVICES

SANTA MONICA COLLEGE

**LOCATION**  
Counseling Village  
**PHONE**  
(310) 434-4337  
**HOURS**  
Mon-Thur: 8am-4:45pm  
Fri: 8am-12:45pm

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

## CAREER COUNSELING

### Career Counselors

*Rachelle Cohn-Schneider, Jenna Gausman, Cristina Garcia, Deanna Gurrola, Jenni DeCaussin, Destiny Johnson, Judy Lam, Jacqueline Espinoza & Esmeralda Martinez*

### Individual Career Counseling

Counselors work individually with students to help explore and assess career interests, work values, skills, and personality and how they fit into the world of work. Students work with counselors 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. See the listings for Counseling 12 in the Schedule of Classes or on the SMC website.

### Counseling 16 Job Success Skills Class

1 unit, eight-week class that provides the skills new employees need to retain their jobs.

## INTERNSHIPS

### [www.smc.edu/internship](http://www.smc.edu/internship)

Lisa Moss, Internship Coordinator

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

### Internship and Volunteer Fair

The Internship Fair is held each year in May. Over 80 companies attend and offer internship opportunities to SMC students.

## EMPLOYMENT RESOURCES

Make an appointment for resume and cover letter writing, mock interviews, and general job search assistance.

### [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc)

is 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

To access [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc):

- Click on “Student” and register.
- If you have a 6 digit SMC ID number, please put a 0 before your ID number when registering.

If you have a 7 digit SMC ID number, enter the full 7 digits.

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.

### [www.smc.edu/ocr](http://www.smc.edu/ocr)

Information about on-campus interviews and job fairs throughout the year.

Participating employers have immediate positions available in their companies.

### [www.linkedin.com](http://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.

### [www.indeed.com](http://www.indeed.com)

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

### <https://www.wayup.com>

WayUp is a large online marketplace exclusively for college students and recent grads to find part-time, summer, and full-time jobs and internships.

# 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.

## **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.”

## **www.candidcareer.com/SMC**

A fun and efficient way to explore different career fields through videos of professionals providing informative advice of what steps to take to pursue the career you are interested in.

## **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.insidecareerinfo.com**

First-hand career reviews from insiders, including: Tips for people considering the career, best and worst aspects of the career, job tasks and everyday responsibilities, getting a job, and education and degrees required. Click on “all careers” on left side of page at bottom of list of careers.

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

**<http://uncw.edu/career/WhatCanIDoWithaMajorIn.html>**

**<http://www2.isu.edu/career/majors/default.html>**

Both websites provide summaries for majors, sample job titles, possible employers, professional associations, and resources for finding employment. Click on “Major”.

## **HAVE ANY QUESTIONS?**

## **SCHEDULE AN APPOINTMENT!**

**CAREERSERVICESCENTER@SMC.EDU**

**(310) 434–4337**