



Why should I visit the Career Center?

The Career Center provides students with a unique opportunity to assess their life priorities and developmental needs, gather current occupational and academic information, and define and achieve their goals. Visit us and explore state-of-the-art resources designed to help you succeed in your personal and professional growth.

Your commitment to career planning is an individual decision and varies in length depending on one's personal needs. Involvement may be as simple as a visit to the Career Center or it may require additional investment of one's time. Commitment to career planning increases greatly when you become aware of your interests, skills, personality style, and how they relate to the world of work.

Location & Hours

The Career Center is located on the 2nd floor of the San Rafael Building. No appointment is necessary to use computerized career exploration databases or other resources.

Hours of operation:

Monday – Thursday: 8:45 am – 6:45 pm

Friday: 8:45 am – 2:00 pm

Please call for summer hours.

Information

Call 818-240-1000 x5407
or visit www.glendale.edu/careercenter

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Career
Center



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The Career Center at Glendale Community College offers students an opportunity to talk to specialized career counselors about life goals, vocational plans, college major choices and career options.

Career Center staff can help students gain insight into their personal preferences, choose a major, sort through a broad range of vocational options and facilitate their job search preparedness by means of career assessment, advisement and research.

Advisement

The Career Center offers students an opportunity to meet with a career counselor in a relaxed, confidential setting. Career Center staff can help students with in-depth career needs as well as specific questions. Most students need one or two appointments with a career counselor to feel comfortable about how their interests, personality style, values and abilities fit with a field of study or major.

Assessment

Career counselors may suggest resources, references and computerized or written surveys. These assessment inventories evaluate students' skills, interests, and

values based upon information they provide about themselves. The objective of these surveys is to help students find rewarding and productive careers. The inventories serve as an excellent tool designed to assist individuals in identifying personal career guidelines and specific occupations to explore. Interpretation of the results and how they relate to one's career plans is provided by a counselor to offer support to the process of a career decision.

Exploration Resources

Students can take advantage of extensive career and academic reference resources, which include:

- College information on CD-ROM
- Catalogs of 2- and 4-year colleges and universities
- Occupational books library
- Internet research
- Resume and interview advice
- Computerized databases, including EUREKA, The California Career Information System and DISCOVER Career Guidance and Information System.

These resources are also open to the public.

Classes & Workshops

Eight-week classes are offered in such areas as Career Planning, Job Search Strategies and other Student Development classes designed to give students occupational study in a group format.

Workshops are offered to students, instructors, staff and the community on such topics as:

- How to Choose a Major
- Interview Techniques
- Mock Interview Practice
- Resume and Cover Letter Writing
- Interest Inventories and Interpretations
- Personality and the Career Match

In addition, community experts and speakers from various career fields may be invited to campus to speak on important career topics and introduce students to a variety of technical and academic professions.

Presentations

Presentations on career topics are available to community organizations, clubs and businesses free of charge.