STUDENT SERVICES

EPCC DIVISION OF STUDENT SERVICES NEWSLETTER


STUDENT SERVICES LAUNCHES NEW AND IMPROVED CAREER SERVICES

Career and Transfer Services Department, formerly Career Services, will re-launch this spring. This builds on the progress since it moved to the newly renovated first floor of the Student Service Building last fall.

The department plans to improve the career and transfer experience by putting a renewed focus on early career and internship preparation, early transfer planning, working closely with each academic department and building relationships with alumni and local businesses.

Career and Transfer Services Director Carla Cardoza says part of the purpose of the Career and Transfer Services is to polish students for the professional world.

“I want Career and Transfer Services to be a finishing school,” Cardoza says. “Not just for writing resumes, but understanding the importance of professionalism in all its forms.”

Some of the biggest changes are the name change, to reflect the important and valuable component of transfer and the addition of new programs such as the Military Resources for Employment, directed at our committed active military and veterans, and the Alumni Connection Initiative created to establish a valuable connection with alumni and businesses.

Cardoza says her goal is to get students focused on their career and transfer preparation the moment they step on campus. "Through volunteer work, internships, study abroad, or real-world positions, it is imperative that our students develop the necessary career skills and experience that are expected of them in order to succeed in today’s world," Cardoza says. “Students can’t put it off until the second semester of their college career.”

Career and Transfer Services will also help students with social media skills, money management, networking, looking for internships and more.

Career and Transfer Services will host a welcome event for students to get acquainted with the new and improved Office of Career Services from 11:30 a.m. to 1:30 p.m. Wednesday, March 16 on the Career and Transfer Services department. They will hand out free food and drinks and answer any questions faculty, staff and students have.

Career and Transfer Services is located on the first floor of Student Services Building room 016 in the Valle Verde campus.

COOPERATIVE EDUCATION
HELPING STUDENTS THRIVE OUTSIDE THE CLASSROOM.

Career and Transfer Services Department participates with the Cooperative Education Program (Coop) by assisting faculty with the Professional Development component of the program. This component prepares students to present themselves well in paper (Resume, Cover and Thank You Letter) and ace their job interview.

Coop faculty who participate with the Career and Transfer Services Department require students to attend several workshops that include, ethics in the workplace, interview techniques, and job search documents.

Students must also submit a resume, cover and thank you letter, which will be edited by a Career Specialist. To conclude, students finish their professional development step with a mock-interview.

The mock interview is conducted as a real interview; students are expected to dress and act professionally. The interview is geared toward the students’ individual field of study and is recorded. After the interview the Career Specialist will view the recording with the student and evaluate it with them, and provide a copy of their Interview Analysis for the student and faculty to review.

Faculty who want to incorporate the Professional Development component in their courses can contact Career and Transfer Services at 831-2636 and/or via email at careerservices@epcc.edu.
ACTIVE SHOOTER TRAINING EXERCISE

EDUCATING EL PASO COMMUNITY COLLEGE

Due to recent public shootings across the nation, the El Paso Community College Police Department is offering an active shooter training presentation to all campuses. The college’s Police Department personnel will be available to educate staff, faculty, and students on strategies to sustain oneself during an active shooter event.

The police staff will conduct a scheduled training presentation that will incorporate ALERRT’s (Advanced Law Enforcement Rapid Response Training) Avoid, Deny, Defend concept. Despite being an active shooter presentation, A.D.D can also be applied on how to carry oneself during different acts of violence (e.g. robbery, hostage situation, workplace violence, active shooter).

The ALERRT Center at Texas State University has trained more than 70,000 law enforcement officers in 47 states. The Civilian Response to Active Shooter Events (CRASE) course was designed, and built on the Avoid, Deny, Defend strategy; developed by ALERRT in 2004, providing strategies, guidance and a proven plan for surviving an active shooter event.

Topics include the history and prevalence of an active shooter event, the role of professional guardians, civilian response options, medical issues, and drills.

If you wish to schedule a training presentation for your department or class, contact one of the campuses Lieutenants or Captain Barragan. To watch the Avoid, Deny, Defend video go to: https://www.youtube.com/watch?v=j0It68YxLQQ.

Contact numbers:
Capt. Joseph Barragan – 831-2147
• Valle Verde/Mission Del Paso Campuses, ASC, and Alpha Center - Lt. Michael Guzman 831-2720
• Transmountain and Northwest Campuses
Lt. David Leslie 831-5040
• Rio Grande Campus
Lt. Michael Timmons 831-4740

PROGRAMS OF STUDY FAIR

The Career and Transfer Services Department will be hosting their annual Programs of Study Fair in February!

The Fair provides the opportunity to explore and learn about the different programs of study El Paso Community College has to offer. We invited students and the community to attend. If you would like to showcase your program please contact us at 915-831-2626.

ANNOUNCEMENTS

MILITARY WANTED

We invite all Military Affiliated students to attend MRE's Military to Civillian Workshop on March 2nd!

Learn how to use your Military skills in a Civilian environment.

Workshops will be at the Career and Transfer Services office in Valle Verde.

Space is limited! Don’t forget to RSVP your spot at careerservices@epcc.edu
Whether you’re in the process of writing your first resume, or updating an old one, there’s something you have to remember — this is the first initial meeting between you and the employer.

According to a survey conducted by CareerBuilder, 17% of hiring managers spend up to 30 seconds or less scanning resumes and 68% scan a resume for as long as two minutes; leaving very little time to impress the employer.

That brief timing your resume should focuses on being clear and giving the reader a brief intro of your goals, skills, and potential, which could lead to an interview and sometimes even the job.

So what do you do when your window of “opportunity” is very small? Simple, you make it stand out.

Here are five tips from LiveCareer to get you started:

1. Use a template.

Despite what some advisors may tell you, you don’t have to draft every single resume and cover letter submission from scratch. There’s nothing wrong with creating one resume template and one cover letter template that you can adjust in a minor way for each application you submit in response to an open position. You’ll need to make sure your resume and letter are tailored to meet the needs of each employer, and of course you’ll still need to research and investigate each company for a few minutes in order to do this. But your basic credentials and background won’t change much between each letter and the next, so there’s no need to start over from the beginning every single time.

2. You can’t do everything...but you can do a few things very well.

Stop trying to sell yourself as an all-around superstar who’s perfect in every possible way. You can’t win at that game. No matter how generically brilliant and accomplished you are, the next person in every resume stack will be more generically brilliant and accomplished than you.

Let go of the image of yourself as a cape-wearing, company-saving godsend and focus on the small number of things that you do very well. If you’re a great public speaker, emphasize that. If you’re a great salesperson or a natural with business development, draw attention to that fact and turn down the spotlight on other, lesser talents that won’t help you as much.

3. Leverage the overlap between your various skill sets.

Remember that in the eyes of your reviewers, your most interesting and valuable strengths will lie in the overlap between your specific talents. Managers see plenty of candidates who are great HTML programmers (better than you), and they see plenty of candidates who are great marketing associates, but how often do they see candidates who are a little bit of both? Even in a stack of dozens of resumes, it’s reasonable to assume you’re the first.

4. Take out the clutter.

It may be difficult to delete a boast about a prestigious award you won back in high school. But if high school happened more than 10 years ago, it’s time to edit out this detail. Remove non-essential facts from your long, complex background and the ones that remain will shine brighter. Chances are, no matter how much importance your managers invest in this staffing decision, they won’t remember very much information from your resume after they skim through it and then put it down. Make sure the bits they remember are important and interesting.

5. Keep your layout calm and cool.

The way your words are presented on the page can have just as much impact as the words themselves.

If you feel you need more assistance with a resume, visit any El Paso Community College Career and Transfer Services office. The staff can help you review your resume, give you resume samples/tips, and prepare you for that interview with a mock interview. Visit our page at epcc.edu/careerservices or reach us at 915-831-2636.

#CareerChatHour

Chat with a Career Specialist from the Comfort of Your Own Seat

Every Wednesday at 1 p.m.

A Career Services Specialist is on Twitter to answer students questions regarding careers, jobs, internships and anything related to Career and Transfer Services.

This unique communication method is currently being used throughout different universities across the nation; making it easier for students to reach out and ask for help from the comfort of their own location; either through social media or an actual chat service.

The Career and Transfer Services offices welcomes current students, transfers and future pupils to be part of our one hour live chat.

Find Career and Transfer Services on Twitter at twitter.com/hireatejano and don’t forget to use the group hashtag: #CareerChatHour to join the conversation!
Ur Financial Aid and Veterans Affairs office would like to remind students a couple of things to be aware of for the 2016 year: Be on the lookout for bills sent by Financial Aid. Bills are typically sent out to students on a number of occasions in hard copy and to students’ EPCC email accounts. Eligible financial aid amounts are listed on the bills. If there's no amount showing, it is very important for the student to follow up on this in order to avoid having his/her classes dropped for non-payment.

Since this past May, the Federal Student Aid ID – username and password- has replaced the Federal Student Aid PIN. The new login is required for certain U.S. Department of Education websites. The FAFSA ID confirms the student’s identity when they access their financial aid information, and is also used to electronically sign Federal Student Aid documents. Many students have already gotten their new username and password, but it's very important that as an applicant you get yours since the ID will be required to complete the 2016-2017 (free) Federal Student Aid (FAFSA) application. Apply for your ID and FAFSA at fafsa.gov.

A FAFSA must be completed annually. The one for 2016-2017 will be available January 1, 2016. It is very important to complete it before our priority date, March 15th in order to maximize the possibility for more free aid and an early award notice. This is how students can avoid the lines in August.

Did you know that a Financial Aid office is located in every campus!? If you have any questions regarding your financial aid visit us or call us at 915-831-2561.

Financial Aid 2015 Office Notes:

Early in November, Raul Lerma and Roy Tuberville delivered a presentation on “Citizenship” at The Southwest Association of Student Financial Aid Administrators in Albuquerque, NM.

Frank Guerra, Assistant Director for VA, retired October 30th. Frank was at EPCC for 38 years. During this time, he assisted many veterans that came through the V.A. office. He was a very proud veteran himself and took special interest in our veterans succeeding at EPCC. We all wish Frank the very best in this new chapter in his life...Thank you Frank.

Good Luck this Semester! from the Financial Aid/ VA Office.

UPCOMING EPCC EVENTS

February 2016:
Feb 03- Programs of Study Fair 2016

March 2016:
Mar 02 - Military to Civilian: Student Transition Workshop
* (space is limited, please RSVP at careerservices@epcc.edu)
Mar 02 - Job Fair Tips: Making the Best of Hiring Fairs
* (space is limited, please RSVP at careerservices@epcc.edu)
Mar 07 - Mar 13- Institutional Holiday (Spring Break)

Mar 21- 2nd Minimester Begins
Mar 23 - Exploring Career Pathways
* (space is limited, please RSVP at careerservices@epcc.edu)

April 2016:
April 13- Resume Building Workshop
* (space is limited, please RSVP at careerservices@epcc.edu)

May 2016:
May 8- May 14 Finals (Spring 2016)

THE DIVISION OF STUDENT SERVICES

Admissions and Registration:
Phone: (915) 831-2579

Athletics:
Phone: (915) 831-2623

Career and Transfer Services:
Phone: (915) 831-2636

Center for Students with Disabilities:
Phone: (915) 831-2426

College Readiness:
Phone: (915) 831-4701

Dual Credit/Early College High School:
Phone: (915) 831-2604

Financial Aid-Veterans Affair:
- Financial Aid: phone: (915) 831-2565
- Veterans Affair: phone: (915) 831-2162

Police:
Phone: (915) 831-2200

Office of Recruitment and School Relations:
Phone: (915) 831-2575

Student Leadership and Campus Life:
Phone: (915) 831-2712

Testing Services:
Phone: (915) 831-7836

Texas Completes:
Phone: (915) 831-7836

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