



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Career Services Operational Plan

AY2015

Introduction

The Career Services office at Wiregrass Georgia Technical College offers a variety of services to currently enrolled students, prospective students, and graduates designed to enhance career opportunities and assist with achievement of gainful employment. These services include career counseling, job referrals, resume development and interview skills training. An online software program, NACELink CSM, provides a method for students and graduates to apply for advertised job openings. Career services staff members work with students and conduct follow-up activities with graduates to promote job placement.

Career services personnel work with college and community leaders to promote job development and provide opportunities for job fairs, employer evaluations, and communication related to successful placement of students and graduates.

Mission

The mission of Career Services at Wiregrass Georgia Technical College is to provide services and activities that will help students become employed in occupations in which they have obtained expertise.

Philosophy

The placement philosophy at Wiregrass Georgia Technical College reflects the belief that to be totally effective, everyone – students, administrators, staff, faculty, and advisory committee members – must share the responsibility of job placement and follow-up. Proper recruitment, quality instruction, good community relations, and an effective communications network are essential elements of a successful placement service. Placement services are offered to all current or former students.

The placement philosophy reflects the belief that students themselves must accept responsibility for conducting an active and assertive job search. However, this is with assurance and understanding that the placement office, together with faculty and staff members, will provide job leads, assistance with resume preparation and interview skills, and career guidance/counseling (in conjunction with the Student Success Center).

Purpose of Career Services

- Assist students and graduates in locating and obtaining suitable employment.
- Assist business and industry in their staffing needs by providing qualified applicants.
- Assist Wiregrass Georgia Technical College by providing administration and faculty with follow-up data in order to facilitate program evaluation and improvement through annual reporting.

Roles and Responsibilities

Career Services Staff

- Assist in identifying students' needs, interests, and abilities to help them make meaningful and realistic educational and occupational choices.
- Provide materials, including brochures and handouts, for career guidance (in conjunction with the Student Success Center) and specific job search topics.
- Offer individual assistance in the preparation of resumes and interviewing techniques as well as class presentations and workshops.
- Communicate with business and industry to determine available job opportunities.
- Maintain an online Career Services system, NACElink CSM, as a method of providing job opportunities to students and graduates and how to apply.
- Email students and faculty notifying them of current job openings.
- Gather student and employer follow-up information to generate and maintain data for annual reporting, program and institutional planning and improvement.
- Maintain records of students and graduates requesting placement services, job orders, and placement outcomes.
- Compile placement and follow-up data for administrators, faculty, staff, and local and state regulatory agencies.
- Provide assistance to staff and faculty members in interpreting data for the TCSG KMS and other job placement information.
- Represent Wiregrass Georgia Technical College through participation in professional and community activities and organizations.

Faculty

Faculty plays a key role in a successful job placement service. As a primary contact with students and prospective employers, they should be actively involved in the placement effort through communication with the placement office. Faculty responsibilities include:

- Stay informed about the local job market, maintain contact with local employers and encourage them to contact Career Services to post job openings.
- Give students realistic information pertaining to those job opportunities, wages, and job duties available to program graduates.
- Make students aware of the job placement office services available to them and the importance of participating in the college's follow-up effort.
- Simulate in the classroom and laboratory an atmosphere similar to that which graduates will experience in the work environment and arrange field trips to further acquaint them with the work environment.

- Review and evaluate follow-up records and statistics as indicated by student/employer follow-up forms and implement necessary changes for program and school improvement.
- Inform students of job opportunities as they are received from the Career Services office and refer students for placement assistance.
- Assist with retention efforts and job placement by contacting students and graduates and provide student placement information to Career Services.
- Assist students in developing job seeking and job keeping skills.
- Maintain an active advisory committee.

Dean of Student Affairs

It is especially important that the Dean of Student Affairs work closely with the Vice-President of Economic Development and the Career Services Coordinator in providing placement services to all students. The student affairs' staff must utilize the Career Services office in assisting students to make meaningful decisions regarding their education and employment. Responsibilities of the student affairs 'staff toward the placement effort include:

- Provide factual and up-to-date job placement data to prospective students, enabling them to examine the job possibilities available to graduates of different programs offered by Wiregrass Georgia Technical College.
- Inform prospective students of special requirements such as certification, licenses, special tests, and union memberships.
- Help prospective students understand the ways in which the college can assist them in securing employment, and refer students to the Career Services office.
- Counsel with students referred by the Career Services office.
- Cooperate with the Career Services Coordinator in compiling placement data for local, state, and federal reports.
- Inform other members of the Student Affairs staff (Admissions Coordinator, Director of Financial Aid, Registrar, Special Populations and Disabilities Coordinator) of the comprehensive services provided by the Career Services office.

Deans for Academic Affairs

The Deans for Academic Affairs support the placement effort in the following ways:

- Assists the Dean of Student Affairs in maintaining liaison with faculty.
- Utilize placement and follow-up data to implement improvement to programs.
- Inform faculty and program coordinators of their responsibilities in placement and follow-up through written memorandums and periodic staff meetings.
- Schedule and participate in faculty meetings on placement and follow-up at the college.

Vice President of Economic Development

The Vice-President of Economic Development assists the job placement office by the following activities:

- Inform business and industry of placement and follow-up services.
- Make routine inquiries of business and industry as to employment opportunities and long-range job forecasts and advise the job placement office of this information.
- Work with leaders in the business community to acquire trainees for Quick-Start programs.
- Utilize placement and follow-up reports to promote and improve the educational programs offered by the college.

Vice President of Academic Affairs

The Vice President of Academic Affairs supports the placement effort in the following ways:

- Help students understand the ways in which the college can assist them in securing employment, and refer students to the Career Services office as needed.
- Work with the President and members of the Leadership Team to provide appropriate resources for job placement services.
- Inform/remind faculty members of the purpose, goals, and activities of placement and follow-up and their responsibilities related to placement and follow-up.

Vice President of Enrollment Management

The Vice President of Enrollment Management supports the placement effort in the following ways:

- Work with the Career Services Coordinator and Dean of Student Affairs to provide support of placement and follow-up services.
- Inform the Vice Presidents, President and members of the Leadership team of placement data for local, state, and federal reporting.
- Ensure that placement and follow-up services information is included in appropriate school publications such as the catalog, brochure, student handbook, and faculty handbook.

President

The success of the placement and follow-up service depends upon the efforts and cooperation of the President of the college. The President shows his/her cooperation by assuming the following duties:

- Provide overall supervision and support of placement and follow-up services.
- Provide adequate office space, adequate personnel, adequate office equipment, telephone services, and office supplies to implement and maintain an effective job placement and follow-up service.

- Continuously inform/remind all faculty and staff of the purpose, goals, and activities of the job placement and follow-up service as it relates to our college mission statement.
- Ensure that placement and follow-up information is included in appropriate school publications such as brochures, student handbook, and faculty resource manuals.
- Analyze and utilize follow-up information and make appropriate improvements.
- Assist with the promotion, coordination, operation, and evaluation of the college's recruitment of employers for current students and program graduates.

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Any violation or questions may be directed to any member of the Campus Equity & Compliance Team:

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*Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or (800) 255-0056 from a TTY/TDD.