

Standard IV File IVF.JobPI Appendix IV-F

Resources for job placement for graduates from the medical assisting program Resources Sandhills Community College (SCC) makes available to guide MA students in their job/career hunt during their program and after graduation.

- SCC has partnerships with local allied health business in both Moore and Hoke Counties – two counties served by our community college. Both counties report a shortage of medical assistants and are anxious to hire qualified graduates. Our Medical Assistant (MA) Advisory Committee is comprised of several of these local business; they actually provided the impetus for SCC creating the MA program. FirstHealth, Pinehurst Surgical, Pinehurst Medical and the Southern Pines Women's Health Center are all members of the Advisory Committee; they requested the program, support the program with resources, participate on our Advisory Committee, have signed MOU's to provide clinical/practicum opportunities for SCC MA students and are willing to interview qualified students for immediate hire upon graduation.

- o SCC MA staff and Admin plan to actively participate in placement of graduates by building community relationships and reaching out directly to employers in the community with recommendations for student placement for MA students who successfully complete the program.

- o SCC is regularly contacted by local allied health businesses seeking employees, SCC will post request to student email accounts

- o Melinda Morgan, Director of the MA program at SCC, has arranged for the SCC director of Human Resource Development to serve as a guest speaker during the last two weeks of Part 2 to provide support in resume writing and mock interviews.

- ♣ Indeed www.indeed.com/

- Students will be exposed to the Indeed website and shown how to create a career page

- ♣ LinkedIn www.linkedin.com/

- Students will be exposed to the LinkedIn website and shown how to search and apply for jobs

- ♣ Students will also be made aware of all the resources listed below.

- o Melinda Morgan, Director of the MA program at SCC, created a LinkedIn account to assist in tracking student employment/placement after graduation. She also plans to do follow-up calls with students and document those conversations.

- o Students will be provided with handouts, brochures and other useful job seeking material throughout the program via email and or face to face.

- SCC Career Center o Committed to Student Success the Career Center advises prospective students, current students, and alumni by implementing career planning, offering career assessments, and life-long career plans. www.sandhills.edu/?s=Career+Center

♣ Contact Gwendolyn Russell Director of Career Development Services 112 Blue Hall
910-695-3735 russellg@sandhills.edu

• SCC CE Career Development o The Sandhills Community College Continuing Education Career Development department's goal is to assist students in assessing interests, personality traits, and abilities in setting career and educational goals, and in creating pathways that will lead to economic, social, and educational success. www.sandhills.edu/career-development-classes

o Sample classes include

♣ "Upgrade Your Computer Skills." Acquire hands-on learning based on your individual needs whether you are a beginner or a savvy computer user. Get assistance with job searches, preparing cover letters, creating your résumé or completing an online application.

♣ Discover your ideal career in the course, "Find Your Career." Explore new career opportunities, set goals, and make improvements needed to reach your potential. Develop a written plan of action that will set you on your way to success.

♣ Get help with job searches "Get the Job." Learn the importance of effective communication. Gain the confidence you need to nail that interview. Gain access to the latest software and online tools for job searches in this guided facilitation.

♣ Students also have the opportunity to prepare for the nationally recognized WorkKeys credential.

• For questions about these or other Career Development classes, contact Program Director Maria Campbell 910.695.3917 or campbellm@sandhills.edu.

o NCWorks Career Center

♣ Moore County's NCWorks Career Center helps local businesses find the skilled employees needed to fill job vacancies. The Career Center's services are free of charge and include assistance with:

- Job awareness & outreach
- Local labor market data
- Job opening postings
- Job applicant screening
- Coordinating job fairs and onsite recruitment
- Space to conduct job interviews
- Employee training resources

o NCWorks Online

♣ North Carolina's official job search website NCWorks.gov enables employers to search for candidates based on their skills, work experience, and resumes. NCWorks also provides businesses with real-time labor market information and can help identify local worker training programs.

- For more information about Moore County NCWorks Career Center contact: Pamela Alsobrook, Director 245 Shepherd Trail, Aberdeen, NC 28315910-695-3769 Email: pamela.alsobrook@nccommerce.com

- o NCcareers.org ♣ New NC comprehensive career information system launched www.NCcareers.org

- Allows users to explore occupations and local job openings, complete interest assessments, identify training and education options, and develop career paths.

- Other features include

- o The Entrepreneurship Readiness Survey – helps assess, inform, and prepare prospective entrepreneurs about starting their own businesses;

- o What Can I Do with My Education – matches graduates' educational degrees or certificates to potential occupations;

- o Skills Matcher – identifies occupations that utilize users' existing skill sets;

- o Real-Time Job Information – lists the current, most in demand occupations across North Carolina;

- o Non-Degree Training Finder – presents a list of short-term trainings and training providers as approved by the state's local workforce development boards;

- o Work Values Assessment – helps job seekers and career planners prioritize factors that are most important in a job;

- o Additional labor market information and data on nearly 800 occupations.

- ♣ For more information on the first year of NCcareers.org, visit One year later | NC Careers.org.