



Student Employment Services Resources for Faculty & Academic Departments

Bringing Job Search Expertise Into Your Classroom

Invite a *Student Employment Specialist (SES)* into your classroom to present a brief overview of the services available to students or a full-length workshop on a specific topic

- For best availability for scheduling, please contact the SES to arrange a date/time as soon as possible – but at least two weeks before the proposed presentation date
- **Presentation Topics:**
 - Student Employment Services Overview (15-20 minutes)
 - Student Employment Services Overview with Brief Resume Writing Information (30-50 minutes)
 - Resume & Cover Letter Writing (50-75 minutes)
 - Interviewing Skills (50-75 minutes)
 - Interviewing Skills with Mock Interview Practice (60-75 minutes)
 - Linked-in Best Practices for Your Online Presence (50-75 minutes)

Requiring Student Employment Services Feedback as Part of an Assignment

Our Student Employment Specialists (SESSs) are always happy to provide feedback on a resume, cover letter, or other job search element as part of a class requirement. HOWEVER – before doing so, please contact the appropriate SES(s) at least four weeks in advance and make them aware of the assignment, the timeframe, and the type of feedback you are expecting.

Student Employment Specialist Contact Information:

GERMANTOWN: Ms. Pat McGlone pat.mcglone@montgomerycollege.edu

ROCKVILLE: Mr. Sean Wright sean.wright@montgomerycollege.edu or

Dr. Lucy Vitaliti lucy.vitaliti@montgomerycollege.edu

TAKOMA PARK/SILVER SPRING: Mr. Justin Brown justin.brown@montgomerycollege.edu

Co-Host an Employment Event Focused on Your Major/Program

Hosting a Job Fair Event focused on YOUR Academic Discipline:

- We can support events like this during the Fall and sometimes Summer – Spring is generally focused on large, multi-industry fairs, but we may have limited availability
- Contact one of the **Employer Services Specialists (ESS)** at least 12 weeks in advance of the proposed job fair date
 - Maria Martinez – maria.martinez@montgomerycollege.edu
- Collaborate on selecting a venue and time frame for the fair and the ESS can work to secure the venue and setup
- The ESS will share names/websites of employers that we currently have registered on the College Central Network Online Job Board (CCN) and your department can share additional names/contacts that they would like invited
- The ESS will set up registration for the fair through CCN and draft an invitation for employers to collaborate on refining in order to best market skills students/alumni will offer to potential employers
- The ESS and department faculty will collaborate on promoting the event to students/alumni/community members