



## Career Services – Start your Job/Internship Search NOW!!



Welcome students! My name is Laurie Grove and I am the Director of Career Services here at the college – your connection to employers, job shadows, internships, full-time careers and so much more! Freshmen, it is a pleasure to “e-meet” you! Sophomores, welcome back!!

← [Click link in photo to connect with me on LinkedIn!](#)

The follow information will help you get set up to start your job or internship journey! The sooner you begin, the sooner you connect with what just may be your new career!

### Accessing the My Career Services page of our portal

- Go to <https://my.stevenscollege.edu>
- **Log in** – *you will not be able to see the Career Services/Job Placement information without logging in first.*
- Click on **Student Services** along top of the page
  - *or from your phone, click the menu bar in the top left hand corner, then select **Student Services***
  - Click on **My Career Services** along left hand side of the page
  - *or from your phone, click on the circle icon **Links**, then **My Career Services***
- Once there, you will see a list of the services provided by the Career Center. Scroll down and play around with the many topic/resources available to you. Click the links on the page and explore!
  - **Job Fairs:** The college hosts two LARGE Job Fairs each February – check it out to see which companies were here last spring recruiting from YOUR program major!
  - **Finding a Job:** In addition to CCN (see next page), there are a number of great job search websites available to help you land your next job!
  - **Internship Information:** Everything you need to know to work in your field over the summer and during your sophomore year!
  - **Resumes and Cover Letters:** Samples, templates, and lots of tips and tricks!
  - **Graduate Employment Statistics:** Check out employment data from ALL of our program majors over the past several years.
  - **Interviewing Tips and Tricks**
  - **Schedule an Appointment** – via Zoom or in person!



Getting to know CCN (College Central Network) - *Your best "First Start" when looking for a job in your field!* This is OUR Job Search website used exclusively for TSCT students and graduates! You **MUST** register to use the system.

- Click on the **CollegeCentral.com** icon here →→→→→
  - Or go to [www.collegecentral.com/Stevens](http://www.collegecentral.com/Stevens)
- Click on **Students**
- Click on **Create Account**
- **User ID:** Make sure you use your 5-digit TSCT Student ID number as your User ID when creating your account.
- **Password:** Create a password you will always remember – follow the password guidelines
- **Continue with your registration:** You can use either your Thaddeus Stevens email or your personal email when creating your account. Just make sure you are using an email address you check frequently and can access easily.
- **Add CCN App to your phone:** Once you have completed your registration, add the app to your phone so you have immediate access AT ALL TIMES to the most recent jobs and internships posted for your major!
  - Click on the **CCN App** icon here: →→→→→
  - Or go to: <https://www.collegecentral.com/app/>
  - Follow instructions to add to your phone's home screen.



### Visiting the Career Services Center

- **On-Campus Location:** We are located in the Hartzell Building in room 106 (right next to the Admissions Office) - #14 on our [CAMPUS MAP](#).
- **Email or phone:** Feel free to contact us at any time
  - **Phone:** 717-396-7188
  - **Email:** [CareerServices@stevenscollege.edu](mailto:CareerServices@stevenscollege.edu) = BEST way to reach us!
  - **College Portal:** Schedule an appointment via the My Career Services page of the portal!
- **Video Conferencing:**
  - We are able to schedule face-to-face meetings, workshops, mock interviews, information sessions... via the following platforms: **Zoom, Microsoft Teams, GoToMeeting**
- **COVID Safety Guidelines while on campus:**
  - While in the CS office, please wear a mask. Extra disposable masks will be available should you need one.
  - Hand sanitizer will be provided for your safety and convenience at the entrance to the office and at each desk.
  - Plexiglas will surround each desk for an added layer of protection.

Enjoy the rest of your summer and we look forward to working with you this fall!!!

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