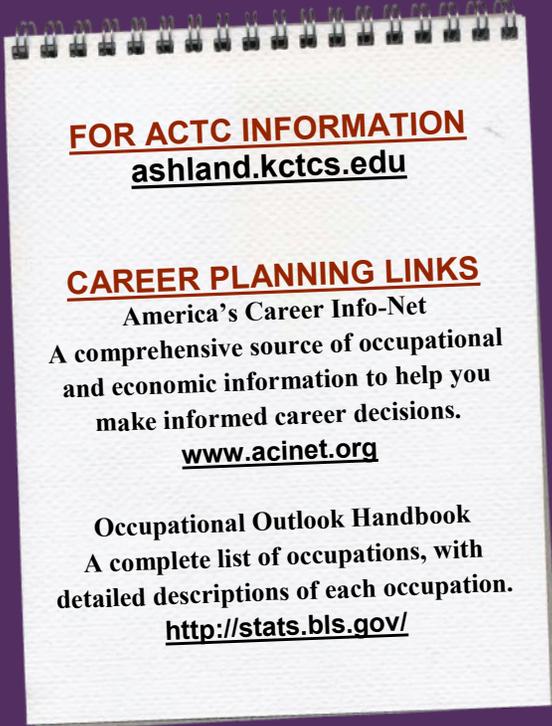


CAREER SERVICES CENTER

Check it Out!

Whether you are undecided about your career field or just want more information on the field you have chosen, or need help with job skills, the Career Center is the place to start.



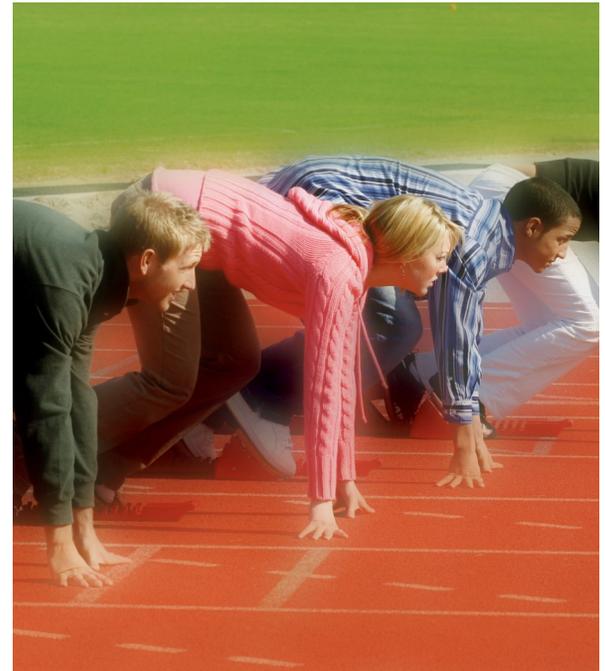
COLLEGE ACCREDITATION

Ashland Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Ashland Community and Technical College. *Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*

March 2013

EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY INSTITUTION

CAREER SERVICES CENTER



Are you at the STARTING LINE for your career?



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

We offer resources to help you identify and meet your occupational and job goals.



MISSION STATEMENT

The Career Services Center is a full service Student Affairs Unit offering students, graduates, and community adults complete career guidance and pre-employment assistance.

The center is committed to providing individualized assistance and support to all participants and to ensure that each possesses the necessary skills for career decision making and employment success.

Which Career Field is Right for Me?

- On-line career assessment, "My Next Move" matches you to appropriate career fields
- Career field research and planning
 - Occupation description
 - Local, state, and national wages
 - Knowledge, skill, & abilities
 - Tasks & activities
 - Education & training

How long does the Assessment take?

The career assessment generally takes about one hour, depending on the amount of time it takes you to answer the inventories.

- Transfer institution research for students pursuing bachelor's degrees and above
- Career Center web page, and quick access to Center services through Blackboard, e-community

Pre-employment Assistance

- Resume writing/critiquing
- Interviewing techniques
- Job Search
- Dress for Success
- Social Networking

Start an Employment File

Students and graduates can start an employment file that includes a copy of your resume, references, letters of recommendation, and the type of job you are pursuing. This information may be passed on to employers seeking your qualifications.

Sessions

Individual or group sessions are available on any services offered. Please contact the Center to schedule an appointment.

Employer Visits

Employers who are recruiting students for employment, will be set-up in the student lounge. Please check with the Career Center for additional information.

Career/Job Fairs

The Center, along with community co-sponsors: TENCO, Kentucky Career Center, Southwestern Community Action Council, and the KYOVA mall, hosts a spring career/job fair. The fair is held each year in mid-April at the KYOVA mall and is free to all employers, organizations, educational institutions and job-seekers.

STEM Career Day

The STEM career day is held during ACTC's spring break each year for high school students interested in science, technology, engineering, and math. Professionals in these fields provide valuable information to help encourage and motivate students choosing these fields.

**For Individual Assistance
or More Information, Contact**

Nancy Menshouse
Coordinator of Career Services
College Drive Campus
Room 222C Main Bldg.
Ashland, KY 41101
nancy.menshouse@kctcs.edu
606-326-2199

**Roberts Drive Campus &
Technology Drive Campus
by appointment**