
Work Based Learning & Job Placement

Process Overview for San Diego City College

Sasha Knox | Job Placement Coordinator

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Agenda

Process Maps
Campus Overview

Define **WBL Processes**

Define **Job Placement Processes**

Identify **Areas of Success**

Identify **Areas of Opportunities**

Moving Forward in 2021/2022

Our Team



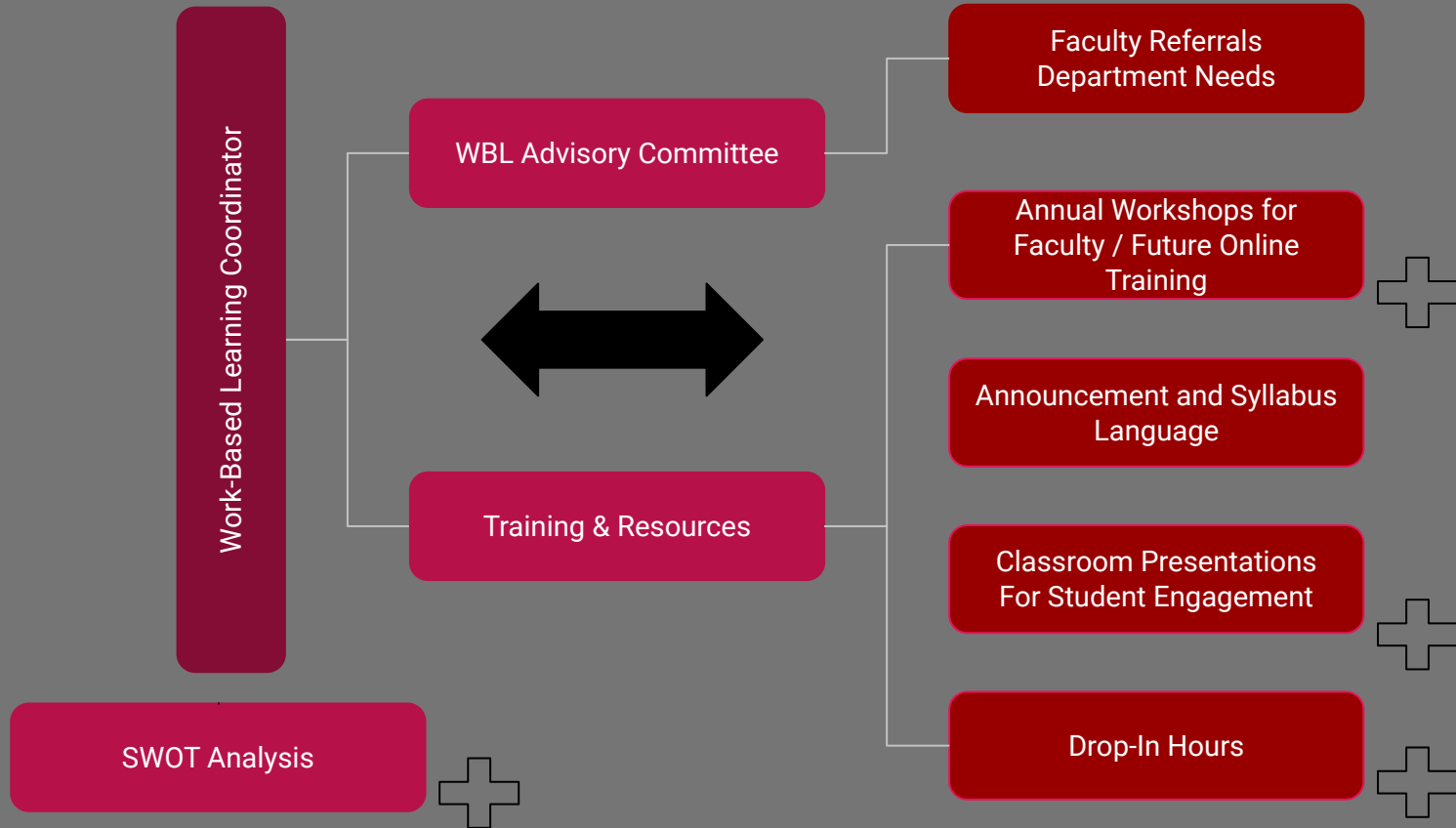
Kelly Metz-Matthews
Work-Based Learning



Sasha Knox
Job Placement



– Work-Based Learning Process (Faculty)



Work-Based Learning Process for Faculty

Training for WBL Solicitation for Requests



Career Center and Job Development Presentations

Please complete the online request for a Career Center presentation and a Career Center team member will contact you to finalize scheduling. Please provide a minimum of two weeks to process your request.

Email address *

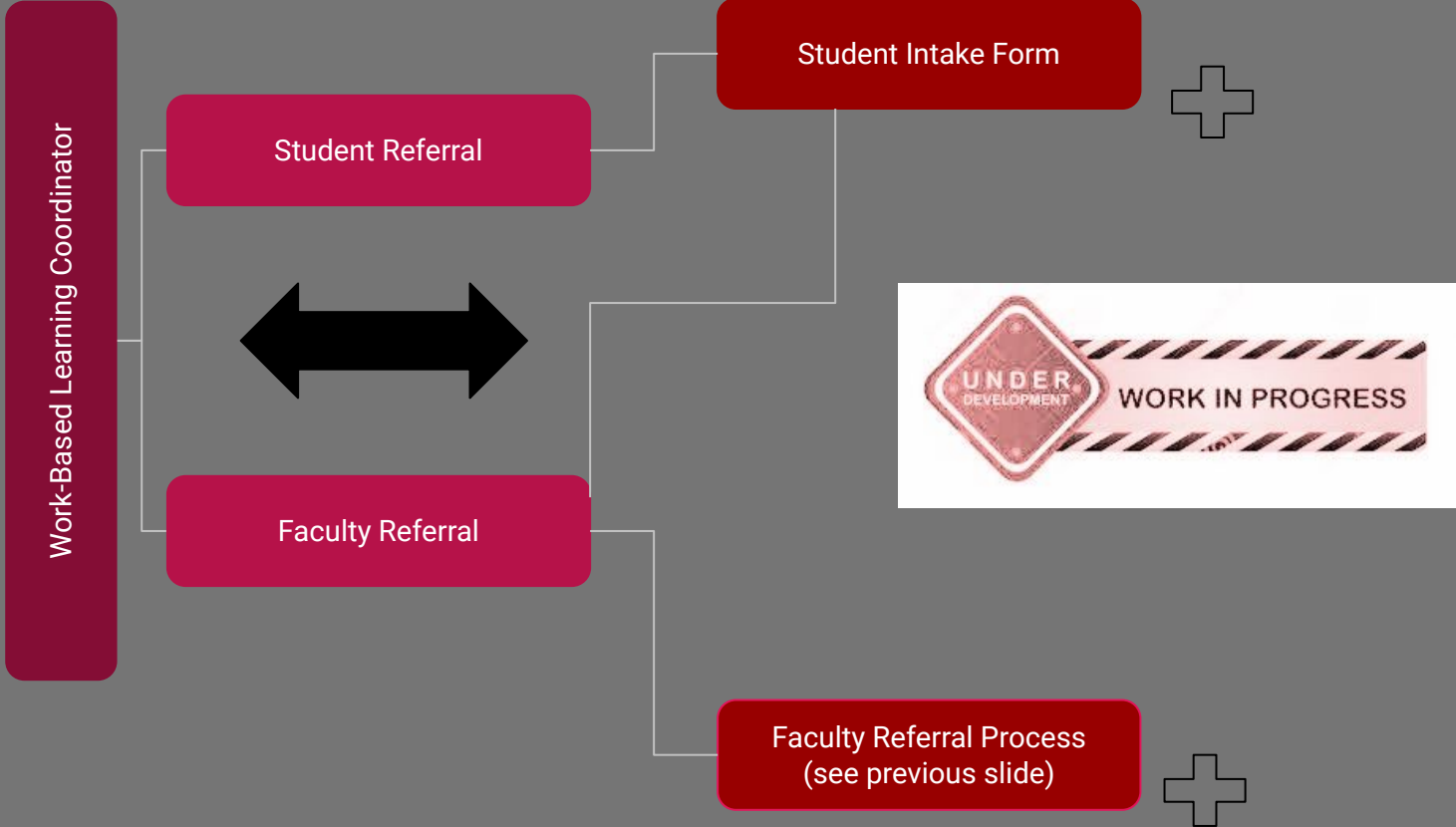
Valid email address

This form is collecting email addresses. [Change settings](#)

Name of Requesting Individual *

Short answer text

– Work-Based Learning Process (**Students**)



WBL & JP in Action

JOB PLACEMENT BLACK HISTORY CAREER PANEL



**BLACK EXCELLENCE
ACROSS THE
INDUSTRIES**

WEDNESDAY, FEB. 24TH AT 9:30AM-11:30AM
ZOOM MEETING ID: 930 8139 8801

SAN DIEGO CITY COLLEGE

servicenow



San Diego City College & Mesa College

Join us to learn more about ServiceNow and our Global Sales Development opportunities!

Zoom

April 8th, 2021 | 11:00AM PT

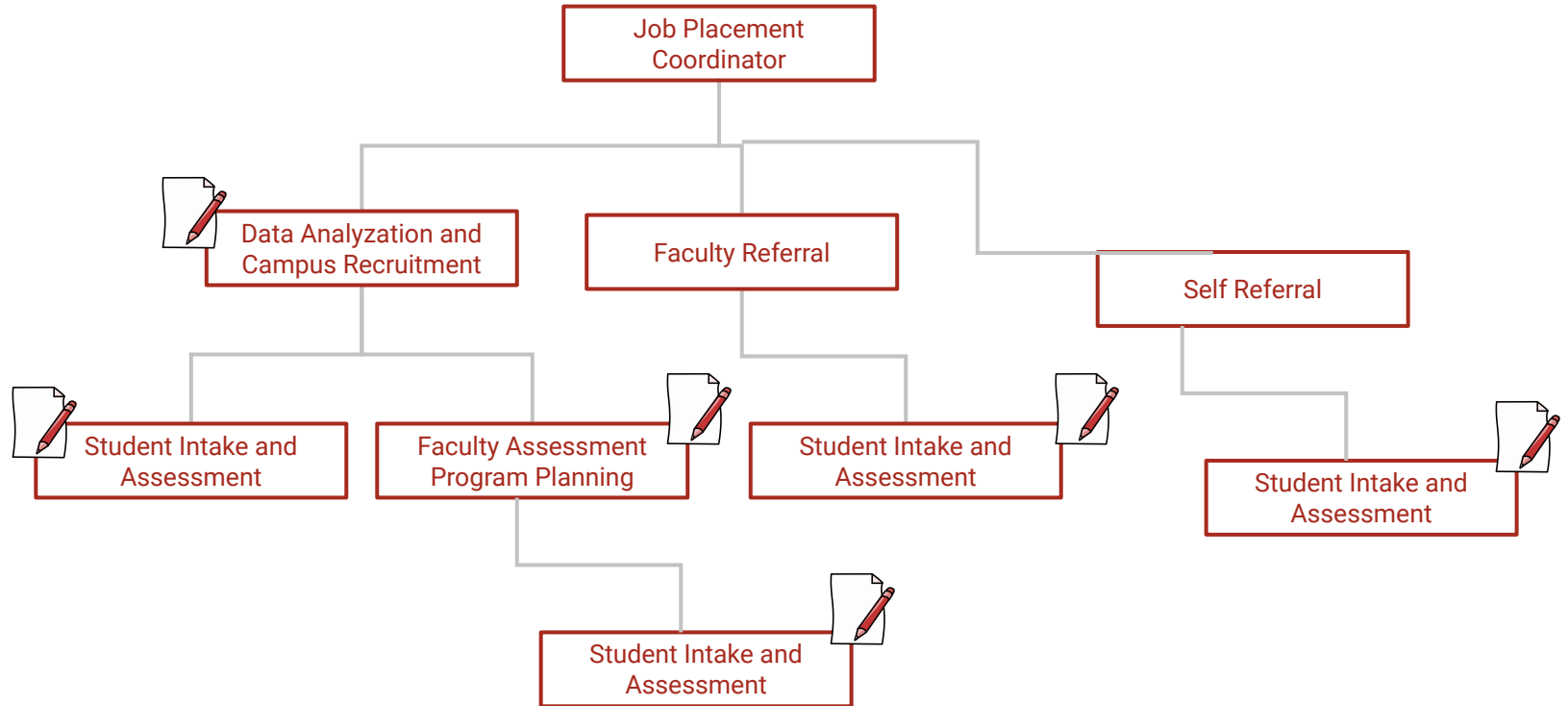
Register Today



WORK-BASED LEARNING OPPORTUNITIES

Are you interested in strengthening your listening and speaking skills for a specific career? Talk to me. Though I have already integrated projects into our course to help you build 21st century employability skills, we might be able to customize a project to your *specific* career goals or connect you with a mentor in your desired career field.

Job Placement Process



Job Placement Process

1. Student Identification

- Institutional Research Office
- Canvas Announcements
- Annual faculty Presentations
- Annual Priority Sector Trainings

1.1. Student Assessment

- Intake Form
- Goal Setting/Benchmarking



**DREAM
BIG**

*Employment Support at
San Diego City College*

*Career Services and Job Placement
aimed to help you accomplish your
dream*

- 1:1 Coaching
- Employer Networking Events
- City College Student and Community Job Board
- Job Fairs
- Employment Preparation Workshops

Contact Us:
Transfer and Career Center
A-301
619-388-3722
citytran@sdccd.edu

OFFERINGS:

- Resume and Cover Letter Reviews
- Mock Interviews
- Career Planning
- Job & Internship Search and Placement

Student Assessment & Referral

Referral process for additional experience on our campus is held primarily through our office. Supported by additional partnerships with faculty, staff and community partners.

Job Placement Advisory Committee

- Faculty
- Counselors
- Deans
- Institutional Research
- Students

JOB SEARCH GUIDE



LANDING YOUR DREAM JOB

Finding a job doesn't need to be complicated follow these simple steps to landing your dream job.

SEARCHING WITH ETHICS

Our team expects that each student engage in employment opportunity searches and live recruitment events with ethics and manner. Remember to make an amazing first impression for long-term success.

View our [Quick Guide](#) to ensure you are representing yourself and the campus with the best manners to secure a job aiding to a rewarding future.

DEFINE YOUR GOALS

Before you begin to update your resume and jump into a job search, take some time to think about your short-term and long-term goals for your job search. See below some key questions to ask yourself.

- What level of responsibility can you take on in addition to your studies?

SAN DIEGO CITY COLLEGE
STUDENT TRANSFER/CAREER CENTER

Need additional help?
Contact Job Placement services for an appointment:
citytran@sdccd.edu | 619.500.2842
sdcity.edu/students/services/career-services

Student Caseload and Support

Students who have completed the intake form are updated regularly on employment opportunities **via email, a weekly newsletter, campus announcements, classroom announcement, social media, and specialty classroom presentations.**

Students are invited to speciality events like **Work-it-Wednesday hiring fairs, employment engagement opportunities** and additional workshops.

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SAN DIEGO CITY COLLEGE TRANSFER & CAREER CENTER

GKN AEROSPACE RECRUITMENT FAIR

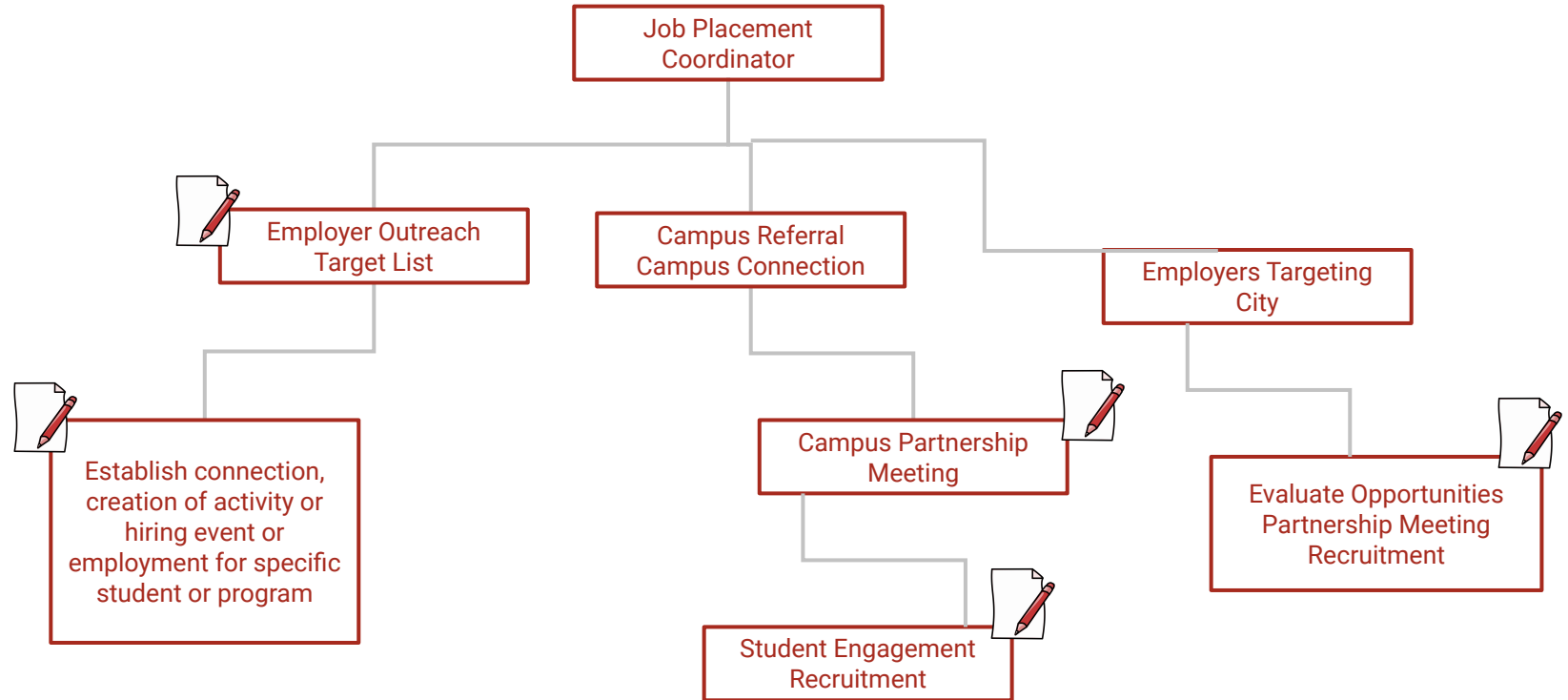
Over 60 positions currently open, bring your resume and a smile to help get placed in an amazing organization!

SEPTEMBER 16, 2019
10 AM - 2 PM

TRANSFER AND CAREER CENTER
A-301 | 619-388-3951 | SKNOX@SDCCD.EDU

Are you looking for a career path? We can help! Learn more about job placement opportunities in the Transfer and Career Center.

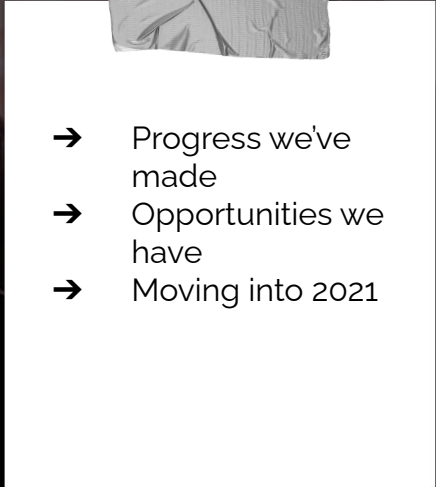
Employer Outreach Process Map

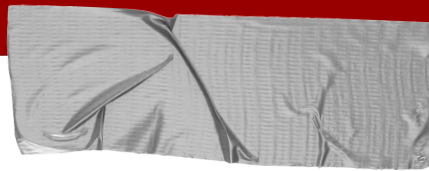


Employer Outreach

- **CCN Data Management**
 - **Employer Target List**
 - **Employer Intake Meeting**
 - **Distinguish on Campus Participation**
 - **Classroom Engagement**
 - **Recruitment Fairs**
 - **Student Participation**
-

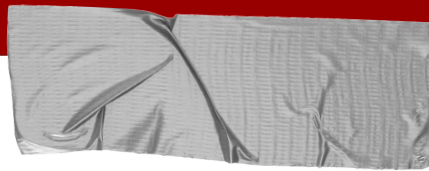
SUMMARY & MOVING FORWARD

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- Progress we've made
 - Opportunities we have
 - Moving into 2021



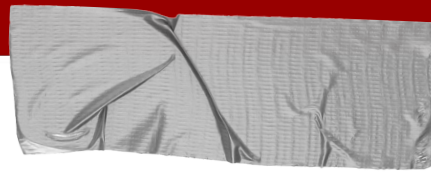
Progress We've Made

- **Held multiple campus-wide trainings**
 - ◆ 2 priority sectors; 2 WBL & 21st employability skills; 3 PBL
- **Launched WBL & JP advisory committees**
- **Began SWOT analysis**
- **Surveyed campus (3x per semester)**
- **Provided WBL & JP syllabus and Canvas language to faculty**
- **Collaborated with faculty on WBL via drop-in office hours**
- **Trained on gold-standard PBL**



Areas of Opportunities

- Fine-tune campus wide processes and staffing
- Developing common language and standard location for WBL
- Fine-tune access to Employer Engagement for students



Moving Forward: 2021

- **SG21 Reporting**
- **SWOT Analysis Completion**
- **Online WBL Faculty Certification**

Questions?

Thank You!

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San Diego City College

Transfer and Career Center - A301(E)

619-388-3951
