Policy 4-23
Student Employment Services

Effective: 4/15/97
Supersedes: First Issue

A. Purpose

To describe the parameters of Student Employment Services provided at Gaston College.

B. Responsibility

The Cooperative Education Student Employment Office will assist employers, students, and alumni with career opportunities.

C. Procedures

1. Collect data on students to match skills, interests, programs with available job openings.

2. Provide students with current job openings collected from employer contacts and arrange on and off campus interviews.

3. Coordinate and share employment opportunities with an Employment Security Commission representative, as well as faculty and deans.

4. Prepare students for job market through mock interviews and resume writing workshops.

5. Develop and coordinate Career Day.

6. Prepare annual report.