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Purpose

The purpose of this procedure is to establish that Career Services will serve as a major source for career planning and job placement services currently enrolled students and alumni of the Florida State College at Jacksonville (FSCJ) Community. Both on-campus (internal) and off-campus (external) employment opportunities will be facilitated by the staff of the Career Services area. Employment related services are described below for FSCJ students who are recruited for both Student Employment Program (SEP) job and off-campus job posted by non-College entities. In addition, services provided to prospective students and FSCJ alumni are listed below.

Procedure

A. For currently enrolled students seeking on-campus employment:

1. Departments needing student employees will:
 - a. Assess department needs for student employees.
 - b. Complete a “Request for New Student Workers online form via a link, to include a detailed job description, for each student employment position within the department.
 - c. Once the position(s) has been approved, the Student Employment Project Coordinator will notify the hiring manager via email that it has been posted for advertisement in Career Services manager (CSM).

2. The Student Employment Project Coordinator will:
 - a. Collaborate with the hiring manager(s) to develop a full job description. Once finalized, the position will be posted for advertisement via CSM and a confirmation email is sent to the hiring manager.

3. Students seeking on-campus employment will:
 - a. Complete a Free Application for Student Aid (FAFSA) form as soon as possible.
 - b. Login to myFSCJ and navigate to my Life @ FSCJ via the Quicklinks section. There, currently enrolled students will find CSM where all student employment job postings are advertised, both on and off campus.
 - c. From the menu in CSM, currently enrolled students will select “Resources” and then “Resource Library” where they will retrieve a Student Employment Program Application Form. Currently enrolled students that want to apply for SEP opportunities will download, complete and upload their SEP application to their CSM profile. Additionally, those student candidates will upload their resume to their CSM profile.

 - d. Once the SEP application and student resume are uploaded to the student’s CSM profile, the

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student can apply to SEP positions of their choice. SEP positions are accessible in the “Job Postings” section of the site and identified as “FSCJ Student Employment” under “Position Type”.

- e. See APM 03-0308 for more details associated with the employment of student workers in the SEP.

4. Recruiting external campus employers will:

- a. Register an employer account under the CSM system. A link can be found under the “Career Development” webpage under the links for CSM.
 - i. Recruiting eternal campus employers may also email careerdevelopment@fscj.edu with interest to recruit at FSCJ and will be directed to register in CSM.
- b. Once registered, the account will be approved by a Career Services staff member following an internal vetting process. Once approved, the employer representative may post available job openings and request on-campus recruiting activities (tabling, information session), which must be approved by Career Services prior to becoming active and viewable in CSM.
- c. Be requested to provide placement information for any FSCJ student/alumni hired.

5. Career Services Staff will:

- a. Be the first point of contact for external entities (e.g. employers, universities, military) seeking to recruit currently enrolled students and alumni of FSCJ.
- b. Facilitate all recruiting activity requests (tabling, information session, classroom presentations, fair, etc.) for employers, universities and military entities seeking to recruit at FSCJ and work with FSCJ staff to manage event logistics and marketing.
- c. Promote all employment and recruiting opportunities to currently enrolled FSCJ students and alumni (and the general public when appropriate).
- d. Review employer registration for companies/organizations seeking CSM access and approval for recruiting activities.
- e. Approve job and internship postings for companies/organizations.
- f. Conduct campaigns via all avenues to collect placement information.

6. Alumni of FSCJ seeking off-campus employment will:

- a. Contact Career Services to update their CSM profile with a personal (non-FSCJ) email address.
- b. Have access to CSM after updating their profile and can apply for jobs and attend recruiting activities at the College.

7. Career Services staff members may:



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- a. Priority will be given to currently enrolled FSCJ students for career advising and employability skills preparation via individual appointments, scheduled workshops and classroom presentations. FSCJ alumni and prospective students may request career advising appointments and attend scheduled workshops as well.
- b. Advise individuals on the most effective means of job searching, resume writing and interviewing.
- c. Introduce and review CSM with currently enrolled FSCJ students and alumni as the main platform for placement (career placement, experiential learning placement and job placement) and encourage its use.
- d. If appropriate, suggest the possible need for returning to FSCJ for additional training in job skills related courses.
- e. Promote all job opportunities and request placement information when interacting with currently enrolled FSCJ students and alumni.
- f. Review and critique resumes, online profiles and interviewing skills of currently enrolled FSCJ students and alumni seeking feedback.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

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