Summary of Activities
Career Planning and Placement
Kristina Ierardi, Coordinator

2004 - 2005

Workshops:
- Held 39 career in-classroom presentations/workshops on Career Decision Making, the Myers Briggs Type Indicator (MBTI), Resume and Cover Letter Writing, and Job Search Strategies, Interviewing and co-op.
- Coordinated four volunteer presentations on career topics with volunteer speaker John Allen
- Met with two volunteer presenters to discuss possible contributions
- Distributed in-classroom presentation flyers to faculty
- Held career workshop at Cape Cod Workforce Resource Fair
- Videotaped Resume and MBTI workshops to enable more classes to view the material

Appointments:
- Held over 275 individual appointments with students
- Each week an average of 25 students, alumni, employers and others stopped in or called in with “quick questions” and were helped without appointments

Advising:
- Served as an academic advisor to over 80 students each semester
- Sent letters to all assigned advisees prior to pre-registration to encourage meeting for the purpose of selecting and registering for courses each semester
- Assisted with Advising Center advising load during summer, pre-registration, assessment advising, and other peak periods.
- Served as an evening advisor each Wednesday evening during the Fall and Spring semesters
- Offered information to advisors during the advisor training session

Employer Connections:
- 33 employers were booked to recruit at the Connector Hallway table throughout the year.
- Employer visits were advertised through flyers around campus, via campus email, and on the College’s web site.
- Job announcements received via fax or email were posted to the Career Planning and Placement job board each week. Over 120 jobs were formatted in HTML and posted on the CPP web site.
- Approximately 100 jobs were pulled from a variety of web and print resources and posted to the job board each week and posted on the job bulletin board.
- Coordinated the development of the Co-op Coordinator position and activities
- Sought grant funding to expand the Co-op Coordinator position
- Coordinated the Fall 2004 Walt Disney World visit arrangements
- Coordinated a last minute Spring 2005 Nursing Career information session
- Assisted in planning the March 29th Cape Cod Workforce Resource Fair
• Attended several Cape Cod Human Resource Association meetings to network with area employers and stay informed of hiring issues
• Coordinated the Student Employment office
• Developed and posted the new Equal Employment Opportunity forms for the Career Planning and Placement and Student Employment Offices

Additional Projects/Activities:
• Served on the Cape Cod Human Resources Association planning committee
• Developed an Orientation video with Lori Crawley
• Served on the Orientation committee
• Developed a Photo Directory for Orientation
• Served on the Marketing Consulting project
• Attended the Non-Traditional Careers Workshop
• Attended the Graying of Massachusetts Conference
• Attended staff meetings, InfoMaker trainings, Orientation, and professional day activities
• Assisted with the Help Desk
• Updated the Career Planning and Placement brochures and web site
• Enrolled in a professional development course to promote graphic design career opportunities to students with disabilities
• Assisted with the Foundation’s Tennis Tournament
• Attended the Essentials for Personal and HR conference in Boston
• Attended the College Board workshop in Worcester
• Created an undecided flyer advertising transfer and career counseling services
• Managed Career Planning and Placement budget and FISAP report for Student Employment Office
• Purchased career planning materials for students
• Researched certificate program careers, salaries, and job opportunities and created a report
• Began development of a Hotel/Restaurant brochure with Jim Miller
• Attended to all office administrative duties; answering phones, faxing, copying, mailings, stocking, etc.
• Enhanced writing skills by completing Technical Writing course