



Cuyahoga Community College (Tri-C®) Career Center Offerings

The Tri-C Career Center provides **FREE** career development and transition services to students, alumni, veterans, dislocated workers and community members. Located on each Tri-C campus, they are staffed with experienced career services specialists. The Career Center also partners with employers to identify cooperative education and internship opportunities for students, and to promote employment opportunities. Some of the general services and offerings provided by the Tri-C Career Center include:

- Assistance with creating an effective resume
- One-on-one coaching appointments for all phases of the job search process
- Workshops that target resume writing, interviewing techniques, job searching and networking, among other topics
- Career-related information such as job postings, career fair notices, on-campus recruiting events and other resources
- Computer and internet access for job seekers, along with printing, copying and faxing needs

Additional resources available through the Career Center include:

Handshake (www.tri-c.joinhandshake.com)

Handshake

- Access job postings
- View complete listing of all Career Center workshops, special events and registration
- Receive communication about special events, services, and job-related items
- Upload documents, such as resumes and portfolios

MyPlan (www.tri-c.myplan.com)

*Assessment
Testing

*Skills Profiler

*Career
Matching

*Career
Database

*Majors
Database

- Make well-informed decisions about your educational choices with this comprehensive, four-part career exploration assessment and planning tool
- Explore options and gain clarity as you figure out what career is right for you
- Use the license code **ADC9WHYW** when registering (this will make it **FREE!**)
- Visit a campus Career Center, or www.tri-c.myplan.com to take the assessments



Additional resources available through the Career Center *(continued)*

Virtual Job Shadow (www.tri-c.edu/careerservices)

VirtualJobShadow.com is an innovative video-based career resource that provides the tools and resources to help you explore, plan and prepare for a career. Individuals have access to more than 400 video profiles. Learn first-hand from employed professionals about the critical skills and competencies required for success, as well as employment outlook information. Login for free using any computer, tablet or mobile phone. Get started today!

CareerSpots (www.tri-c.edu/careerservices)

CareerSpots is a virtual library of more than 50 short videos that cover a wide range of topics related to the job search process. These videos provide expert advice from leading recruiters and students for those who need quick, last minute guidance.

Experiential Learning Programs (internships and co-ops)

An opportunity for you to gain valuable work experience in your field of study prior to graduating.

- Co-op opportunities are paid positions and students earn college credit hours. A maximum of three credit hours may be obtained in a semester. (One credit hour = 180 hours of hands-on paid work experience or an average of 12-15 hours/week)

Eligibility Criteria

CO-OP (Credit)	INTERNSHIP (Non-credit)
<ul style="list-style-type: none"> • Must be a current Tri-C student studying for a degree or certificate in one of the following areas: Business Administration, Information Technology, Engineering, Restaurant/Hospitality Management, or Creative Arts 	<ul style="list-style-type: none"> • Must be a current Tri-C student studying for a degree or certificate in any discipline (excluding Health Care programs)
<ul style="list-style-type: none"> • Minimum GPA of 2.75 	<ul style="list-style-type: none"> • Minimum GPA of 2.0
<ul style="list-style-type: none"> • 12 credit hours completed 	<ul style="list-style-type: none"> • 12 credit hours completed
<ul style="list-style-type: none"> • Complete at least two classes in your field of study 	<ul style="list-style-type: none"> • Complete at least two classes in your field of study
<ul style="list-style-type: none"> • Always paid positions 	<ul style="list-style-type: none"> • Can be paid or unpaid
<ul style="list-style-type: none"> • Minimum hours worked = 180 per semester 	<ul style="list-style-type: none"> • Minimum hours worked = 100 per semester
<ul style="list-style-type: none"> • Attend three required Career Center workshops: <ul style="list-style-type: none"> • <i>Resumes That Get Results</i> • <i>Ace That Interview</i> • <i>Classroom to Career</i> 	<ul style="list-style-type: none"> • Career Center workshops are recommended
<ul style="list-style-type: none"> • Approved resume by a career center specialist 	

Summer Internship Program (www.tri-c.edu/summerinternship)

Intern at Tri-C for the summer. Gain valuable hands-on experience, get paid, receive tuition assistance for a summer class and financial support for one book. Limited positions are available.

To see if you are eligible, or to learn more, visit a campus Career Center.

CAMPUS LOCATIONS

Monday - Friday | 8:30 a.m. - 5 p.m. | www.tri-c.edu/careerservices

Eastern Campus, ESS 1103
4250 Richmond Road
Highland Hills, OH 44122
216-987-2567

Westshore Campus, SHCS 135A
31001 Clemens Road
Westlake, OH 44145
216-987-5031

Metropolitan Campus, MSS 207
2900 Community College Ave.
Cleveland, OH 44115
216-987-4913

Brunswick University Center
3605 Center Road
Brunswick, OH 44212
216-987-5575

Western Campus, WSS G200
11000 Pleasant Valley Road
Parma, OH 44130
216-987-5575

