



One-Stop Career Center

Newsletter

Fall 2017



North Campus One-Stop:

Gleasner Hall, 166 A-I

South Campus Satellite Office:

Rooms 6202 & 6201C

www.ecc.edu/onestop/

716-270-4444

Questions/Suggestions: Denise Raymond

raymond@ecc.edu

Get to Know Your ECC One-Stop Career Center

The One-Stop Career Center has eight full-time and three part-time career development professionals who have a wide range of career and skills development expertise. As a certified career center under the Buffalo & Erie County Workforce Investment Board, we have an extensive system of resources. Some of our staff come from the vocational rehabilitation field, while others have counseling and social work degrees. The team is passionate about helping you move forward with your career goals, and we offer a myriad of services to Erie Community College and the Western New York community.

Career Coaching Works

Career coaching helps you make informed decisions about your career trajectory and development. It alleviates the anxieties associated with job searching by highlighting what works, and explores what you may need to improve upon. Whether it is exploring your current options, preparing for a job interview, creating a career plan, updating your resume for a promotion, preparing for a change within an industry, or a total career change, we can help you create positive steps to achieve success.

Resume Creation & Makeovers

There is an old adage, often attributed to Confucius that goes something like "Give a man a fish, he will eat for a day. Teach a man to fish, and you've fed him for a

lifetime." That may be true for some situations, but resume writing is not usually one of them. At least 80 percent of the resumes we review during our first one-on-one coaching appointments need major formatting and content revisions, regardless of the individual's educational level. Creating resumes is a major challenge for most people because they lack the technical and storytelling abilities required.

That's where the expertise of the ECC One-Stop Career Center comes in. Our team has experience creating polished resumes for individuals from a wide variety of backgrounds, including advanced manufacturing, office professionals, legal, healthcare, engineering, executive management, nonprofit, financial services, sales, teaching, transportation, retail, government, and more. A simple resume for a new graduate without a lot of work experience may take us an hour or two to construct, whereas an executive resume may take an entire day to create.

If you need a resume reboot, please call 270-4444 for an appointment to attend an Orientation. On average, we create between 15 and 25 resumes per week, so it may take a week or two to meet with us for a resume makeover.

One-Stop Usage Facts

The ECC One-Stop served 2,570 adults during its last program year ending June 30, 2017. Our customer base is diverse. On most days, staff will serve a mix of highly skilled professionals, current and former students, low-income individuals, veterans, retired individuals seeking part-time work, individuals with barriers to employment such as ex-offenders, as well as individuals with disabilities. Under the federal legislation that provides the authority for One-Stops to operate, most individuals aged 18 and over have access to our free services.

How to Get Started

New registrants should attend an Orientation to get the most out of their experience at the One-Stop.

Extended Hours

We flex our hours so we can provide extended hours for you to receive career development and job search assistance around your busy schedule. Our office hours are:

North Campus One-Stop, Room G166

Monday -Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 4:30 p.m.

South Campus Satellite Office, Room 6202

Monday, Tuesday, Thursday & Friday 8 a.m. to 4p.m.
Wednesday 10 a.m. – 6 p.m.

Our no-cost career services include:

- Resource Room with 19 computers
- Many career development, job readiness, networking, and personal enrichment workshops taught by subject matter experts
- Career coaching and job referrals
- Beautiful resumes uniquely created with/for you by our highly trained staff
- Resume critiquing with constructive feedback for jobseekers who just need a fresh set of eyes to review their existing resumes
- Grant funding for eligible students interested in Erie County's high demand careers
- Job referrals & postings from many sources
- Current Labor Market Information
- Linkages and introductions to hiring employers & partner agencies
- Easy online workshop registration at <https://elinks.ecc.edu/onestop/>

- Job fairs and employer recruitment events
- Monday morning and Thursday afternoon networking job clubs facilitated by the Buffalo & Erie County Workforce Development Consortium's Business Services Representatives
- A clothing boutique with donated men's and women's business clothes for work or job interviews through partnerships with the community
- Trade Act services for eligible individuals
- A large computer lab for *Facebook and Your Job Search*, *Creating a LinkedIn Profile*, *Career Exploration* workshops and more.
- On-the-job training (OJT) opportunities
- Postage for correspondence with hiring employers

One-Stop Clothing Boutique Reopens

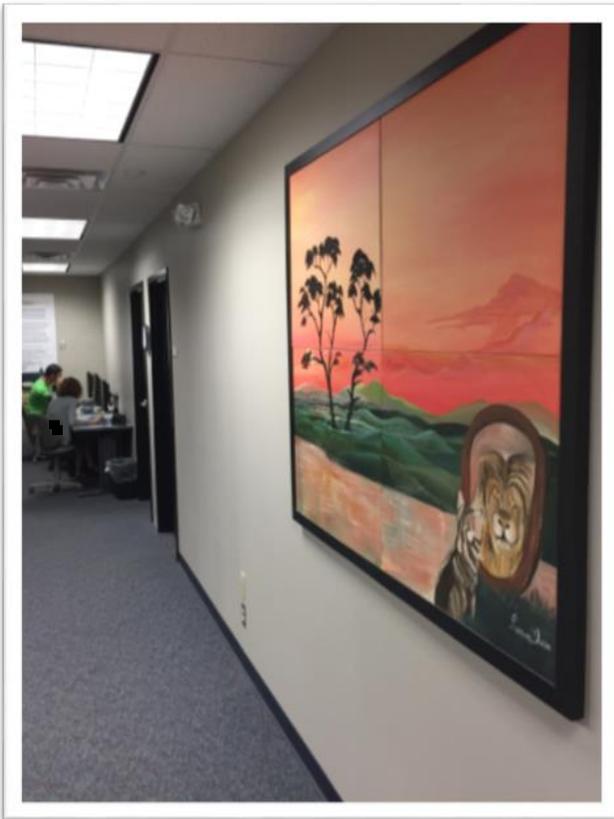


The One-Stop's clothing boutique at the North Campus temporarily closed in July for structural repairs. It reopened on August 10th. The boutique provides a large assortment of donated men's and women's business clothing free of charge to the community, and is used by several local refugee and veteran groups.

Most of the Center's clothing donations come from community members, but we also have churches and businesses that run clothing drives for us.

Celebrating Our Students

The One-Stop is proud to feature artwork painted by ECC students and graduates.



“Courage.” While playing outside his orphanage in Eastern Europe when he was 8 years old, this artist & former student was electrocuted. He lost both his hands and lower arms just below the elbows. He attended ECC in 2009 before attending Buffalo State College. Our ECC North Campus Maintenance Department built the frame to display his work in our Gleasner Hall location in room G166.

Grant Opportunities for Students

The Workforce Investment Board has been a critical partner to Erie Community College in helping students obtain the skills they need to increase their employment, retention, and earning potential. Training grants are available for eligible students to increase recognized credentials in Erie County high demand occupations when they still have significant unmet need after receiving other financial aid. If you are interested in learning more about our training grants, please call 270-4444 for an appointment to attend an Orientation.

Joining Community Forces-WNY

The primary goal of the Joining Community Forces (JCF) initiative is to provide better and faster assistance to Service members, military families, and veterans when they need it. The ECC One-Stop Career Center gives veterans and their eligible spouses *Priority of Service* with immediate access to career resources, including job referrals, career coaching, resume writing, and relationship building through networking. As a member of JCF, the ECC One-Stop provides linkages to labor market information and workforce services. The One-Stop also participates in monthly meetings with JCF to discover and discuss new opportunities for veterans.

WNY Employment Consortium

The Workforce Innovation and Opportunity Act (WIOA) increases individuals with disabilities’ access to high-quality workforce services to prepare them for competitive integrated employment. As a WNY Employment Consortium member, the ECC One-Stop shares and disperses job postings, training information and grant opportunities, as well as hosts and participates in various job fairs to help individuals with disabilities achieve and maintain employment.

One-Stop Center Job Placement Statistics for the ECC One-Stop between July 2016 and June 2017

On August 18, 2017, the New York State Department of Labor reported that the **ECC One-Stop placed 959 individuals into jobs during our last program year with an average annual wage of \$35,043.** This is a 5.24% increase in wages from last year.

Placement metrics, like unemployment rates, are dynamic, and are impacted by the local economy as well as the skill level of individuals.

Fall ECC One-Stop Newsletter Profiles – Meet Rheannon & Monique



New York State
EDUCATION DEPARTMENT
ADULT CAREER & CONTINUING ED SERVICES

Rheannon Redman, MS, CRC, Certified Vocational Rehabilitation Counselor. Rheannon brings Adult Career and Continuing

Education Services-Vocational Rehabilitation (ACCES-VR) services to campus. ACCES-VR starts with the presumption that all individuals with disabilities can benefit from vocational rehabilitation services and should have opportunities to work in jobs integrated within their communities. Rheannon's office is located in G166-I.



Monique Carr has a Master's in Adult Education from Fordham University and a Bachelor's degree in Public Administration from John Jay College of Criminal Justice. She is currently a Case Manager at the ECC North Campus One-Stop, and previously served as Adult Education Manager and Domestic Violence Coordinator at Buffalo City Mission. While there, Monique was the liaison for the ECC Pathways and Buffalo Public Adult Education programs. Throughout her career, she has focused on improving students' and clients' success, developing new programs, and enhancing agency mission in a number of capacities including school enrollment, employment and professional development growth for colleagues. Monique is located in G166-A.

Monthly One-Stop Workshops

Register online at <https://elinks.ecc.edu/onestop/> or by calling us at 716-270-4444.

Creating a LinkedIn Profile: Learn how to create a professional profile that shows off your abilities and accomplishments.

Goal Setting: What do you want to achieve? Reduce your anxiety and raise your confidence by learning how to develop a simple action plan to work on your goals. This interactive two-hour workshop allows you to develop and write-out specific goals.

Interviewing Skills: This workshop will increase your understanding of the interview process and help you answer the most common and often challenging questions so you can be better prepared for your next job interview.

Monday Morning Job Club: Need some fresh ideas in a stalled job search? We'll help you develop new skills and improve the ones you already have. Seating is on a first-come, first serve basis.

Occupational Exploration Using JOBZONE: This workshop can help you identify what occupational areas are strongest for you based upon your skills, interests and work values. Learn about all the useful tools available on JobZone. *Free NY.GOV ID is required.*

Orientation for One-Stop Jobseekers: Learn about our free career development services. Please bring your resume and we'll critique it for you when we meet for a confidential Initial Assessment.

Secrets to Job Search Success: Do you need assistance with developing your job search plan? This workshop will review the tools and techniques needed to assist you with making your job search effective and demonstrate useful websites for job searching success.

Social Networking: Facebook & Your Job

Search: Social networking has become a large part of today's culture. This workshop will help identify some Facebook Do's and Don'ts that you should keep in mind. You will also learn how to adjust your privacy settings, how to find and join groups as well as using Facebook as part of your job search. Participants are welcome to bring a laptop or mobile device to access their Facebook account during the workshop.

Thursday Afternoon Job Club: Looking for employment or career advice? Come to the Thursday Afternoon Job Club! Meet others looking for work, share job-hunting experiences, build new contacts and receive advice on job searches, job applications, interview techniques, resumes, and other opportunities. Seating is limited to the first 25 individuals on a first-come, first serve basis.