



## Career Services

We are a free resource to access often!

### Career Direction, Planning, & Resources

- On-Campus Workshops
- Choosing your Major
- Interest & Skills Assessments

- Researching Employers
- Informational Interviewing with those in Various Professional Fields

- Job Search Strategies
- Networking Tips / Resources
- Using LinkedIn / Social Media

### Professional Skills

- Career Exploration
- Resume/Cover Letter Review
- Interview Prep & Mock Interview

- On-Campus Student Employment
- On-Campus Interviews
- Employability Skill-Building

- Portfolio Development
- Interview Preparation
- Career Fair Preparation
- Mock Interview

### Finding Your Next Opportunity

- Job Fairs, Internship & College Transfer Fairs
- Veteran Services
- College Central Intern /Job Board

- Internship Seeking Assistance
- Volunteer Opportunities
- Professional Associations

- On-Campus Interview
- Salary Negotiation
- Transfer / Continuing Education Exploration



DAKOTA COUNTY  
TECHNICAL COLLEGE

# DCTC CAREER SERVICES CENTER CONNECT + ENGAGE

## Career Services: On- & Off-Campus Employment

### STUDENT EMPLOYMENT

#### ON-CAMPUS

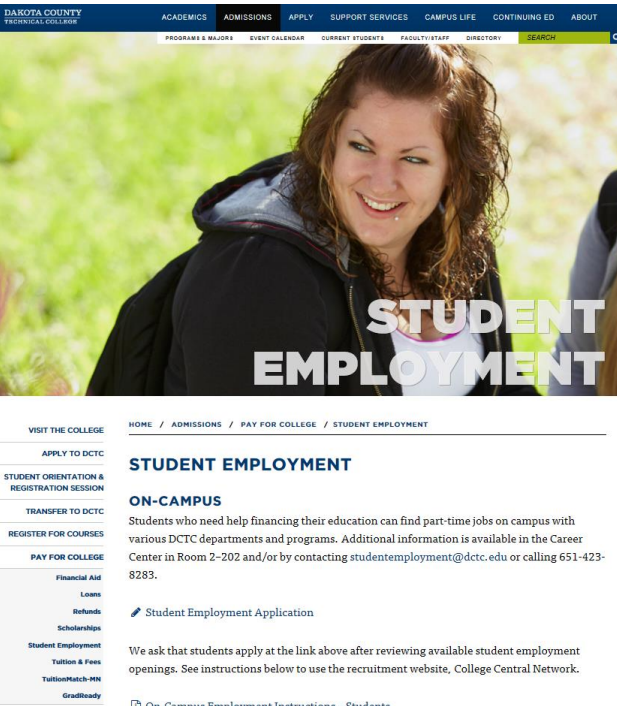
Students who need help financing their education can find part-time jobs on campus with various DCTC departments and programs. Additional information is available in the Career Center in Room 2-202 and/or by contacting [studentemployment@dctc.edu](mailto:studentemployment@dctc.edu) or calling 651-423-8283.

[Student Employment Application](#)

We ask that students apply at the link above after reviewing available student employment openings. See instructions below to use the recruitment website, College Central Network.

[On-Campus Employment Instructions – Students](#)

[On-Campus Employment Instructions – Supervisors](#)



#### SUPERVISOR RESOURCES FOR HIRING

Provided below is a document featuring an overview of the steps in the hiring process, along with instructions and screenshots related to applicable technology.

[Supervisors - Student Employment Process](#)

#### STUDENT EMPLOYMENT MANUAL FOR STUDENTS AND SUPERVISORS

All individuals involved in student employment must read and understand this document.

[DCTC Student Employment Manual](#)

#### OFF-CAMPUS

Employers seek out and want to hire DCTC students and alumni. The openings available on the DCTC recruitment site are warm leads, as they welcome your interest. See below for instructions to search the College Central Network for internships and jobs with off-campus employers.

Start learning about both **on- and off-campus opportunities** for any student employment at this **main website**:

[www.dctc.edu/  
student-employment/](http://www.dctc.edu/student-employment/)



See 150-275 Postings Monthly  
from New & Existing Employers  
[www.CollegeCentral.com/dctc](http://www.CollegeCentral.com/dctc)

Our online career center is powered by College Central Network®

For more information about Career Services Center activities, contact:

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