



CAREER DEVELOPMENT SERVICE

POLICY

BCC's Career Development Service (CDS) provides accessible tools and resources to assist students with identifying career options, acquiring employment, and discovering entrepreneurial opportunities during the various phases of higher education. While the College does not place students with employers or guarantee employment (with the exception of non-paid required internships or clinical rotations), the CDS office assists students in identifying current regional, state, and national employment trends. The CDS also assists student with interest inventory assessments, interview preparation, resume/cover letter guidance, and in locating vacancy announcements, internships, work-based based learning, and entrepreneurial opportunities. These services are available at no cost to the student.

PROCEDURE

The Office of Academic Support guides students in choosing majors, planning careers, and identifying local employment. Services include, but are not limited to:

- Resume and cover letter critique
- Discover personality types and career opportunities
- Explore program of study and career types
- Learn professional etiquette and networking techniques
- Prepare for interview and participate in mock interviews
- Explore additional education opportunities including transfer to 4-year college institutions
- Explore job opportunities
- Social Media and LinkedIn tips
- Career Fair preparation

Work opportunities are posted on the Job Board located in the Administrative Building, outside of OneStop Student Services, and are available on the college's Career Coach webpage.