

GUIDE TO CAREER RESOURCES
AT GREAT BAY COMMUNITY COLLEGE
2021-2022

**THE
CAREER
CENTER**
 **at CAPS**



Great Bay Community College

Career Resource Guide

Great Bay Community College (GBCC) is focused on your career development and making sure you are aware of the resources available to you. This is a college wide career resource guide, including information from certificate and degree programs, as well as non-credit career support. This guide is meant to support students, alumni, and community members.



Get to Know Us – the GBCC Career Center is designed to assist you with career resources on campus. *Stop in for information about any of the following resources or to sign up for events. Interview clothes are also available.

Hours – *Open for self-service 8am-6pm Monday-Thursday, 8am-4pm Friday; Career Center Assistant availability scheduled each semester.

*Please note that in-person services are currently not available but will return gradually during Fall 2021. Services are available remotely.

Location – 208/210 CAPS

gbcareers@ccsnh.edu

603-427-7699

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Career Resources: General



Career Coach:

(Career Coach Logo)

Career Coach is an online tool to browse careers, take assessments to learn about yourself, and get career suggestions based on your interests. If you are unsure of your career interests, it is a great place to start. If you have already chosen a career, there is a lot of helpful information about education, pay and job opportunities.

Career Coach offers a great resume builder as well.

You must create an account to save any information or to edit anything in the future.

(College Central Network Logo)

[For Career Coach instructions visit page 14!](#)



Job Board:

Need a full or part time job? Maybe an internship? We invite you to use our Job Board on the GBCC [website](#). Whether you are a current student, alumni, or a community member, you can take advantage of this resource. In addition to job postings, there are videos, templates, podcasts and more for each job search or interest. You must create an account to access and save these items.

Employers must be screened for certain criteria and be approved before they are allowed to post jobs, so you are assured it is safe and scam free.

[For Job Board instructions visit page 16](#)



(Work Ready NH L

WorkReadyNH:

WorkReadyNH is a tuition-free professional development program designed to meet the needs of job seekers and career builders who want to improve their workplace skills and add a nationally recognized credential to their resume.

Participants fine tune their “soft skills” which include:

- Communication Strategies
- Team Building
- Conflict Resolution
- Critical Thinking
- Personal Branding

As part of the program, participants will improve essential workplace skills through online, self-paced WorkKeys tutorials in:

- Workplace Documents
- Graphic Literacy
- Applied Math

This tuition FREE program also includes coursework on how to:

- Effectively seek and apply for jobs
- Understand how to better use personal strengths
- Build self-confidence
- Learn tips to create a more powerful resume that gets noticed
- Practice interviewing skills

Eligibility: New Hampshire residents 16+ years or older. Contact us at:

workreadygbcc@ccsnh.edu

603-427-7636

For more information visit:

[WorkReady NH Schedule](#)

[Register Here](#)

[Testimonials](#)

Registered Apprenticeship in New Hampshire:



(Learn NH Logo)

Get top-notch training with little to no debt!

New Hampshire is consistently recognized as a great place to live and work. Our advanced manufacturing, healthcare, construction & infrastructure, hospitality, biomedical tech, automotive technology, and IT companies are looking for help to hire trained workers.

Registered Apprenticeship is a way for everyone to access affordable education and the opportunity to earn while you learn. That means that if you are looking for a new career, an apprenticeship is a great way to explore something new. It also means that if you are not currently working (but want to be) or have limited education or experience, an apprenticeship is your chance to get the skills you need to land a new job or that supervisor position you've been thinking about.

ApprenticeshipNH can assist you with finding a Registered Apprenticeship program in NH that meets your career interests.

For more details visit apprenticeshipnh.org

Register for an information session: <https://apprenticeshipnh.com/request-info/for-job-seekers/>

Questions? Please contact apprenticeshipusanh@ccsnh.edu or (603) 230-3527 for additional details.

Individuals with Disabilities:

GBCC is committed to providing meaningful access for individuals with disabilities. Support is designed around the unique needs of each person through our Center for Academic Planning & Support (CAPS)

Please contact Karen Frisbie for more details:

kfrisbie@ccsnh.edu.

Career-related opportunities specifically for those with learning and other challenges are available:

Project SEARCH Seacoast New Hampshire:

As a transition program for young adults with developmental disabilities, Project SEARCH facilitates career exploration and on-the-job training. The classroom and most internships are at Portsmouth Regional Hospital. Students learn and practice workplace skills that are transferable to other areas of employment.

NH Vocational Rehabilitation:

Transition Specialists are available for Pre-Employment Transition Services for 14-21 year-olds. Topics include job exploration, workplace readiness, and self-advocacy.

For more information, contact Karen Frisbie at kfrisbie@ccsnh.edu.

Bender Virtual Career Fairs:

Free virtual events and information around employment of individuals with disabilities at careereco.com/events/disability.

Career Testing:

Some careers and educational programs require industry-standard testing. GBCC offers preparation and/or testing in the following areas:

- 1) Entry-Level Police Exam:
Testing provides employment eligibility for over 50 police departments in New Hampshire, Maine, and Massachusetts. Visit [here](#) for more information.
- 2) [ATI TEAS](#) (Test of Essential Academic Skills) / Nursing
- 3) [Surgical Technology](#)
- 4) Veterinary Technician:
For testing information visit [this website](#)
- 5) [CIS / IST](#) (See below for full description)
- 6) Portsmouth Naval Shipyard Apprenticeship [testing](#)

GBCC Library:



The GBCC Library offers print books, e-books, journal articles, and streaming videos related to careers, resume writing, and job search skills. For more information, contact reference@ccsnh.edu

Career Resources: Academic Department

Accounting (ACCT) / Business Administration (BUS)

BUS291G Internship is a course designed to provide comprehensive experience in application of knowledge learned in previous coursework. Students will select a site and will work as a supervised intern. This course will be among the last in a student's program. Offered all semesters.

Computer Numeric Control (CNC)/Nondestructive Testing (NDT)

Employer networking: Interviews are held on campus with local employers for interested students nearing completion of their programs. Employers frequently visit NDT classes as guest speakers and get to know students.

Bulletin boards outside the ATAC lab door are filled with current job postings. Professors also announce openings in class.

Industry tours are provided for students to introduce them to employers and for exposure to career options.

Automotive Technology (AUTO)

Hands on training and experience is a critical part of this certificate program.

Automotive Jobs site: ihireautomotiveprofessionals.com

[Biological Science \(BIOL\)/Bioengineering/Biotechnology \(BTEC\)](#)

Paid research internship opportunities (school year and summer) available through [NH-INBRE](#) (IDeA Network of Biomedical Research Excellence). Students create a LinkedIn account as a homework assignment in BTEC courses. The professor also assists with writing resumes and preparing for interviews.

BTEC223G Biotechnology Externship is an optional externship, consisting of 144 hours of experience in an area of biotechnology, extended to students who want more exposure to biotechnology before seeking employment. Arrangements are made on an individual basis. Prerequisites: BTEC210G, BTEC220G.

BTEC224G Biotechnology Externship II is an optional second externship, consisting of 192 hours of experience in an area of biotechnology, is extended to students who want more exposure to biotechnology before seeking employment. Arrangements are made on an individual basis. Prerequisites: BTEC210G and BTEC220G; or permission of instructor.

[Computer Technologies \(CIS\) / Linux/ Programming/ Software Development/Information Systems Technology \(IST\) / Cyber Security](#)

Several courses within the IST and CIS degree programs utilize the online system known as Cisco Academy. Within this academy system there is a career resource tool called Talent Bridge where current students and alumni can find job listings and resume information to share with potential employers. There is also a “Careers” tab before logging in with much helpful information.

Students can access Cisco Academy anywhere with network access (www.netacad.com); GBCC IST and CIS students can sign up for an account. There are a few self-enroll courses but most of the courses are instructor led and require a Cisco certified instructor to invite the student into these courses.

CIS281G is an internship capstone course that allows a limited number of students to receive on-the-job experience at an off-site location related to their specific area of academic concentration. Students are required to work eight hours per week at positions that meet the criteria established by the Internship Manual. A seminar meeting once per week will review internship progress and discuss issues related to successful employment. **Prerequisite:** completion of coursework for the first three semesters of the student’s program of study and approval of the Department Chair and/or Program Advisor.

CIS292G Portfolio Preparation and Presentation is a required capstone course. This course is an opportunity for students to demonstrate they have achieved the required goals and objectives for

the CT/DGMT Programs. The course is designed to assist students with final portfolio preparation. Prerequisite: Approval of the Department Chair and/or Program Advisor upon completion of coursework entering final semester.

IST281G Internship is a capstone course that will allow students to receive on-the-job experience at an off-site location related to their specific area of academic concentration. Students are required to work eight hours per week at paid/unpaid positions that meet the criteria established by the Internship Manual. A seminar meeting one period per week will review internship progress and discuss issues related to successful employment. Outside work and research concerning the weekly topic will be required. **Prerequisite:** Completion of coursework for the first three semesters of the student's program of study and approval of the Department Chair and/or Program Advisor.

Criminal Justice (CRMJ)

CRMJ270G Internship is a course that prepares students entering the field of criminal justice by applying theoretical knowledge to practical experience. Students will complete a minimum of 120 hours at an agency provided by the internship coordinator and assist in activities deemed appropriate by the agency. Students are required to maintain an internship log and prepare an extensive paper which relates previous criminal justice coursework to the internship experience. Approval from the Department Chair is required prior to registration.

Digital Media Communications (DGMT)

DGMT 142 Publication Design is a service-learning course and is offered every Spring. Students are required to find a non-profit agency to work with to create marketing material such as brochures, posters, event notices, logos, etc. for the agency. In-class announcements are made when internship or job opportunities arise. Also see **CIS292G** above.

Early Childhood Education (ECE)/Teacher Preparation (TCHP)

These programs offer opportunities for classroom observations and practicums that build career-related skills and the opportunity to learn more about the field.

Engineering / Bioengineering

Paid summer industry and university research internships available through [National Science Foundation](#) (NSF).

English / Humanities (ENGL)

ENGL 289G Offering students an opportunity to put what they learn in English, arts and humanities courses into practice in the world of work, this internship course will help to answer the question: “What can I do with my humanities degree”? An internship experience and related curriculum will allow our students to put into practice the skills they have developed in writing, communication, and critical thinking in their humanities courses. In addition to meeting course objectives, jointly developed specific learning outcomes will be selected and evaluated by English faculty, the worksite supervisor, and the student. Internship placements will be directly related to the student’s English or humanities program of study and provide learning experiences not available in the classroom setting. **Prerequisite:** ENGL 110 or equivalent; completion of 12 credits at Great Bay; GPA of 2.5 or greater; permission from English Department faculty.

History (HIST/POLS)

HIST281G Internship is a course that will provide students with the opportunity to experience real world application of Social Science theory. Students will complete a minimum of 135 hours of fieldwork that builds upon previously learned concepts in the Social Sciences. **Prerequisite:** Permission of Department Chair.

Hotel, Restaurant, and Event Management / Spa and Wellness Management

HOS275 Professional Development is an 8-week 3 credit course about career development. Topics include business communication and etiquette on the job, managing your online image and brand, resume writing, interviewing skills, and job search. Mock interviews with industry professionals are conducted and students walk away with a professional job portfolio that includes their career goals, an “elevator speech”, cover letter, and more. **Open to non-majors as a Business or open elective.**

HOS280G is a Hospitality Industry internship. The student will self-place into a site(s) at which practical experience related to the hospitality industry can be acquired. All semesters.

Massage Therapy (MASS)

Hands on training and experience is a critical part of this certificate program.

Motorcycle Maintenance and Repair (MOTR)

Hands on training and experience is a critical part of this certificate program.

Motorcycle Jobs:

www.seacoastharley.com

www.motorcycleindustryjobs.com

Nursing (NURS)

NURS212G Senior seminar includes Resume Writing and an Ask the Experts series including Alumni Panel and Baccalaureate and Beyond.

Great Bay Nursing has an Alumni Facebook Group for all alumni. Emails are also sent from professor to current students in their respective program with opportunities.

Clinicals within the program provide important hands-on experience.

Psychology (PSYC)/ Liberal Arts

PSYCH281G is a Psychology Internship course that will provide students with the opportunity to experience real world application of Social Science theory. Students will complete a minimum of 135 hours of fieldwork that builds upon previously learned concepts in the Social Sciences.

Prerequisite: PSYC110G & Permission of Department Chair. Fall/Spring semesters.

SOCI281G is a Sociology Internship course that will provide students with the opportunity to experience real world application of Social Science theory. Students will complete a minimum of 135 hours of fieldwork that builds upon previously learned concepts in the Social Sciences.

Prerequisite: SOCI110G & Permission of Department Chair.

Surgical Technology (SURG)

Surgical Technologist and Central Sterile positions are posted on the Surgical Technology board and club board. Emails are also sent from professors to current students in their respective program with opportunities.

Clinicals within the program provide important hands-on experience.

Veterinary Technology (VETN)

The Veterinary Technology department posts job openings for current students and graduates on their bulletin board. There is also a Facebook group for GBCC Vet Tech alumni where announcements from area clinics are posted. Alumni can also post when their clinic is looking for help.

Clinicals within the program provide important hands-on experience.

Welding Technologies (WELD)

Hands on training and experience is a critical part of this certificate program.

Other Resources:

(NH Works Logo)



NHWorks serves as a catalyst to establish a secure and sustainable workforce that can meet current and future skilled labor needs and provide a competitive advantage for New Hampshire businesses.

For more information visit their [website](#).

For job seekers, below is a list of free services and agencies under the umbrella of NHWorks:

- 1) **New Hampshire Employment Security** – supports workers through times of unemployment, matches job seekers with employers – nhes.nh.gov
Job Match System – [nhworksjobmatch](https://nhworksjobmatch.com)
- 2) **WIOA – Workforce Innovation and Opportunity Act Program** – federally funded free re-employment and job training program - nhworks.org
WIOA Youth – serves economically disadvantaged youth with education and training opportunities leading to employment - my-turn.org
- 3) **NH Health and Human Services** – provides programs and services for mental health, developmental disability, substance abuse, and public health - <https://www.dhhs.nh.gov/>
- 4) **NH Vocational Rehabilitation** – provides disability related employment solutions and training - <https://www.education.nh.gov/partners/vocational-rehabilitation>
- 5) **Community College System** – credit and noncredit training and education - see opportunities throughout this guide or visit ccsnh.edu
- 6) **Adult Education** – provides high school diploma and equivalency, basic literacy and transitional programming for adults – nhadulthood.org
- 7) **SCSEP – Older Worker Program** – provides those over the age of 55 with work experience opportunities to help them become reemployed - <https://www.ncoa.org/economic-security/matureworkers/scsep/>

Local Community Action Agencies – Promote self-sufficiency to those with barriers by offering energy assistance, weatherization, head start, job training, housing and nutrition programs

Rockingham Community Action - snhs.org

Community Action Partnership of Strafford County- straffordcap.org

Other Community Contacts:

211- Connection to thousands of Resources in NH – [dial 211](#)

Covering NH – Free resource to learn about Health Insurance Market place – Coveringnewhampshire.org

(to do list image)

Websites Featuring Job Search and Career Exploration:

www.Indeed.com – Job openings

www.careeronestop.org – Tools to help jobseekers explore careers

www.vcn.org - Career exploration for health care

www.mynextmove.org – Career exploration

www.mynextmove.org/vets - Help for veterans with transition to civilian careers

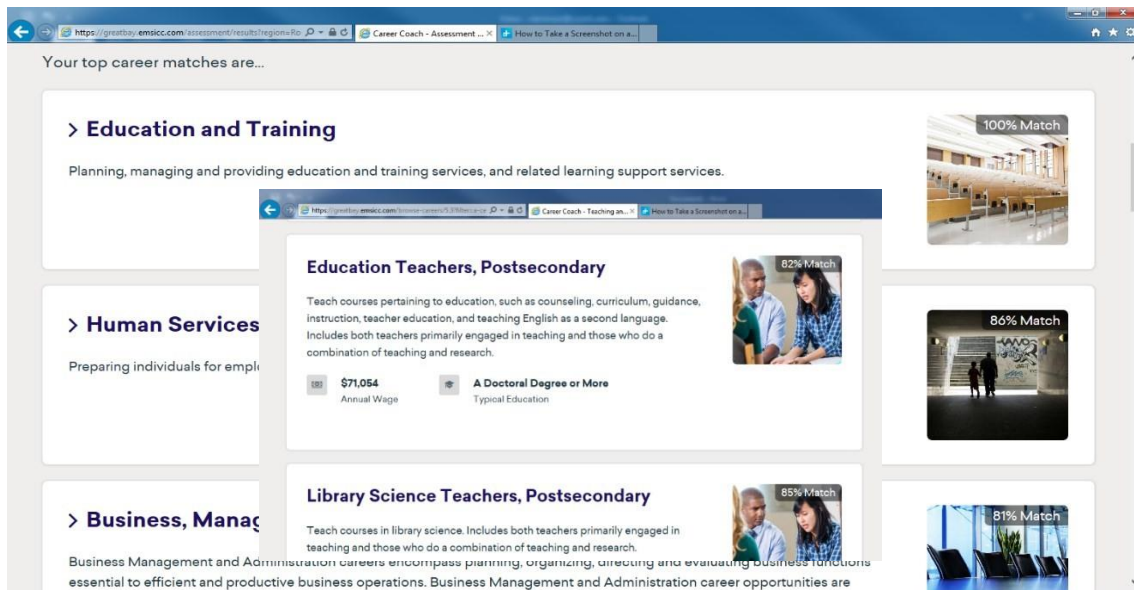
www.careeronestop.org/vets –Assists veterans with employment

www.careeronestop.org/reemployment – Connects laid off workers to resources



Career Coach Instructions:

- Go to greatbay.emsicc.com
- You will need to **sign up for an account** in order for your assessment results to be saved. Click “Sign Up” in the upper right-hand corner, enter your **college email address**, and create a password.
- Once you have an account and have logged in, click on “Take Career Assessment”. If you can, take the **60-question assessment** – it is still quick!
- After you take the assessment, you will see your top three “traits”. Scroll down to find your top matching **career fields**. Note that these are not specific occupations but **general career areas**.



- Clicking on **each specific occupation** will bring you to a page like the example below. You can use the menu items immediately under the occupation title (Overview, About, Wages, etc.) to learn more about the job.

The screenshot displays the 'Education Teachers, Postsecondary' page on the Great Bay Career Coach website. The page features a navigation bar with 'Overview', 'About', 'Wages', 'Employment', and 'Live Job Postings'. The main content area includes three key statistics: a median salary of \$71,054, 12 annual job openings, and a list of available programs including Liberal Arts Associate in Arts. A photograph of two people working together is also visible, along with a map of the region.

Career Coach Assignment Instructions created by Rachel Denmon

Job Board Instructions:

First visit:

collegecentral.com/greatbay

Click on **Students/Alumni/Community Resident**

Create an account using the grey tab under the sign in box and you're well on your way to your own Job Board Dashboard. You'll find this screen as your own Dashboard:

Dashboard

Help

Contacts Great Bay Community College

Dashboard

Search - My School's Jobs

Search - Jobs Central®

Search - Intern Central®

My Résumés

My Career Portfolio

Events & Programs

Announcements

Career Podcasts

My Job Search History

Report Offers/Hires

My Account

Change My Status

Contacts

Search - My School's Jobs

View jobs and other opportunities posted exclusively to **Great Bay Community College**.

Search - Jobs Central®

Search and apply for jobs on the Jobs Central national job board.

Search - Intern Central®

Launch your career with the Intern Central national internship board.

Media Library

Podcasts

College Central™ Podcasts Free expert career and job search advice podcasts. Listen here!

Videos

Tips to Keep Your Résumé out of the Trash
The average recruiter sees roughly 5,000

Headlines

If It's Not On Your Resume, It Didn't Happen
Savvy students know early on what it takes to be selected from—rather than left at the bottom of—a résumé pile. [Read More](#)

What I Wish I Knew Before Starting My Career
Navigating a world of career options: professional intel from a seasoned full-time millennial. [Read More](#)

Announcements

Beware of Employer Scams!

Welcome to College Central N

Job Search Kit

Here you'll find resources to create concise and effective résumés yourself with professional cover letters and prepare yourself for interviews. With formats, guides and sample resumes, the Job Search Kit provides the basics you started if you're a student, a refresher course if you've already graduated.

Add the College Central® app to your tablet or smartphone home screen. [Get the app](#)

Get comfortable with the layout as you can create your own Career Portfolio, view Career Services Podcasts and upload your resume!

Résumé Central®

Upload Your Résumé

Follow these steps to upload your résumé:

1. Enter a short, descriptive name for your résumé.
2. Click the **[Choose File]** button. This will open a new window where you can select the file you wish to upload from your computer. The following file types are accepted:
 - Adobe Acrobat® (.pdf)
 - Microsoft Word® (.doc, .docx)
 - Rich Text Format (.rtf)
3. In this new window, select your file and click the **[Choose]** button. This will insert the directory path into the field labeled "Résumé File."
4. Click the **[Upload Your Résumé]** button to upload this document to our web site.

Please Note: We allow a **Maximum Résumé File Size of 1 MB.**

If you are having trouble with the upload process, please view the help file for further information.

Résumé Name

Résumé File

Choose File No file chosen

Upload Your Résumé

Build Your Résumé

If you don't have a résumé file, you may create one using College Central's Résumé Builder. To begin, click the button below.

Résumé Builder

A staff favorite is the Career Podcasts where you can listen to professionals in the workforce talk about solutions and advice for many career questions or development.

Don't forget you can download the app through <https://www.collegecentral.com/app/>



Glossary of Terms:

Apprenticeship: A program allowing a person to learn a trade from a skilled employer, having agreed to work/study for a fixed period.

Capstone Course: Also known as a capstone project; serves as the culminating and usually integrative experience of an educational program. In the case of a course, college credit is awarded upon successful completion.

Certificate Programs: An academic certificate is shorter than a degree program (see below) but certifies that a person has successfully completed specific credited education. Non-credit certificate programs also exist at GBCC – see below.

Clinical (from GBCC catalog): An educational experience that allows a student to develop skills in applying theory to practice in a patient care setting. Students are supervised directly on site by college faculty, who work collaboratively with on-site staff at the facility, and are directly assessed by college faculty in accordance with published evaluation criteria.

Degree Programs: A degree completion program is an undergraduate academic program. GBCC offers Associates degrees, many of which are transferable to another institution toward a Bachelor's degree.

Externship: A temporary training program in a workplace, especially one offered to students as part of a course of study.

Internship (from GBCC catalog): A capstone educational experience that allows a student to independently apply skills and knowledge acquired in major field courses in a workplace setting. While the goals and expected outcomes of the internship experience are determined by faculty, specific daily work activities are assigned by the on-site supervisor, and students are supervised and evaluated on-site by an employee of the company hosting the internship. Several degree programs at GBCC offer opportunities to earn college credit.

Interview/Interview Skills: A meeting of people where the purpose is for one person or group to ask questions of another to gain information. In the case of a job interview, the employer and applicant are seeking to determine whether the person and position are a good fit. Interview skills, which can be learned and practiced, include topics such as attention to body and actual language; doing diligent background research; common questions; reviewing your resume; and follow up after the interview.

Interview Closet: Donated clothes held in the Career Center in CAPS (room 208/210) to be borrowed for interviews and returned for cleaning.

LinkedIn Account: LinkedIn is a social networking website designed for business professionals. It allows you to share work-related information with other users and keep an online list of professional contacts. Like Facebook, LinkedIn allows you to create a custom profile.

Non-Credit: courses that are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, or enrich their understanding about a wide range of topics. Upon completion of a course, students may receive a certificate of completion. Noncredit classes are NOT applicable toward an academic certificate or degree unless a specific articulation agreement has been established.

Portfolio: A selection of examples of work compiled over a period of time and used for assessing performance or demonstrating ability.

Prerequisite: A requirement as a prior condition for something else to happen or exist. In the case of GBCC coursework, this usually refers to an earlier class, acceptance to a program, or permission from a Department Chair.

Practicum(from GBCC catalog): An educational experience that allows a student to work with professional practitioners, typically in an education or social work setting, while concurrently enrolled in a course that meets regularly to help groups of students assigned to different practicum sites integrate their experiences with learned theory. Students work collaboratively with on-site professionals to observe and perform activities under the guidance of on-site staff.

Resume: A brief, written summary of employment and educational qualifications, submitted as part of applying for a professional position.

Service-Learning Course: A course that gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a learning experience that also provides a specific service.

Soft Skills: Personal attributes that enable someone to interact effectively and harmoniously with other people.

Career Resources: Departmental Links

Page 8: Accounting, Business Administration, Hospitality; Computer Numeric Control; Nondestructive Testing; Automotive Technology;

Page 9: Biology; Bioengineering; Biotechnology Computer Technologies; Linux; Programming; Software Development; Information Systems Technology; Cyber Security

Page 10: Criminal Justice Digital Media Communications; Early Childhood Education; Teacher Preparation; Engineering; English/Humanities

Page 11: History Hospitality; Event and Meeting Planning; Hotel and Restaurant Management; Spa Management; Massage Therapy; Motorcycle Maintenance; Nursing; Psychology; Liberal Arts;

Page 12: Surgical Technology; Veterinary Technology; Welding Technologies

References

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NH Works Logo. [Image]. Retrieved from <https://www.nhworks.org/>

To Do List. [Image]. Retrieved from <https://factor-ten.com/how-to-find-a-job-organize.html>

Work Ready NH Logo. [Image]. Retrieved from <https://www.ccsnh.edu/workforce-training/workready-nh>

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This GBCC Career Resource Guide was created by Elliot E. Weiner, Career Center Assistant in the Career Center in CAPS room 208/210 and edited by Rachel Robillard.



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Thank you!

