


PROCEDURE MANUAL

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|  ARIZONA WESTERN COLLEGE | | PROCEDURE 522.1 | |
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| Section: | Student Services | Subject: | Career Services |

PURPOSE

Career Services will provide all present and former Arizona Western College students information and assistance in selecting and achieving career goals.

Career Service provides a team of career specialists that assist students in their academic and career development, guiding students into, through, and beyond their college experience.

Teaching students how to discover their career/academic/personal interests, explore their career/academic options, create their individual college experiences, and prepare for their future career.

PROCEDURE

1. Career Services will:
 - a) Provide tools and opportunities to assist students with their career development.
 - b) Assist student in learning about career options, making networking connections, developing employment skills, and explore workforce and career experiences.
 - c) Through collaboration with AWC campus faculty/staff, employers and community partnerships, provide opportunities, resources and employment service to AWC students and alumni in their search for employment and to assist employers in finding capable, qualified AWC applicants.
 - d) Utilize technology to its fullest to enable students to engage wholly in their academic and career development through the use of technology.
 - e) Create and provide an environment that enhances each student's experience and provides for the best possible student-centered customer services and at all times.
2. Career Services staff will have credentials and be eligible for Arizona Community College Teaching.