


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 522.1	
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		Last Revision Date:	08-27-2018
Effective Date:			
Section:	Student Services	Subject:	Career Services

PURPOSE

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

The Career Services provides a team of career specialists that assist students in their academic and career development, guiding students into, through, and beyond their college experience by 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:
 - 1.1 Provide tools and opportunities to assist students with their career development.
 - 1.2 Assist student in learning about career options, making networking connections, developing employment skills, and explore workforce and career experiences.
 - 1.3 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.
 - 1.4 Utilize technology to its fullest to enable students to engage wholly in their own academic and career development.
 - 1.5 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.