

Notice of Nondiscrimination

Doña Ana Community College is dedicated to nondiscrimination and equal opportunity in education and employment compliance with state and federal laws which prohibit discrimination on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, spousal affiliation, physical or mental disability, serious medical condition or veteran status.

OFFICE OF CAREER PLACEMENT AND COOPERATIVE EDUCATION

MSC-3DA, PO Box 30001
3400 South Espina Street
Las Cruces, NM 88003-8001
Room 99

OFFICE HOURS:

8:00 a.m. - 5:00 p.m.
Monday-Friday
(505) 527-7538

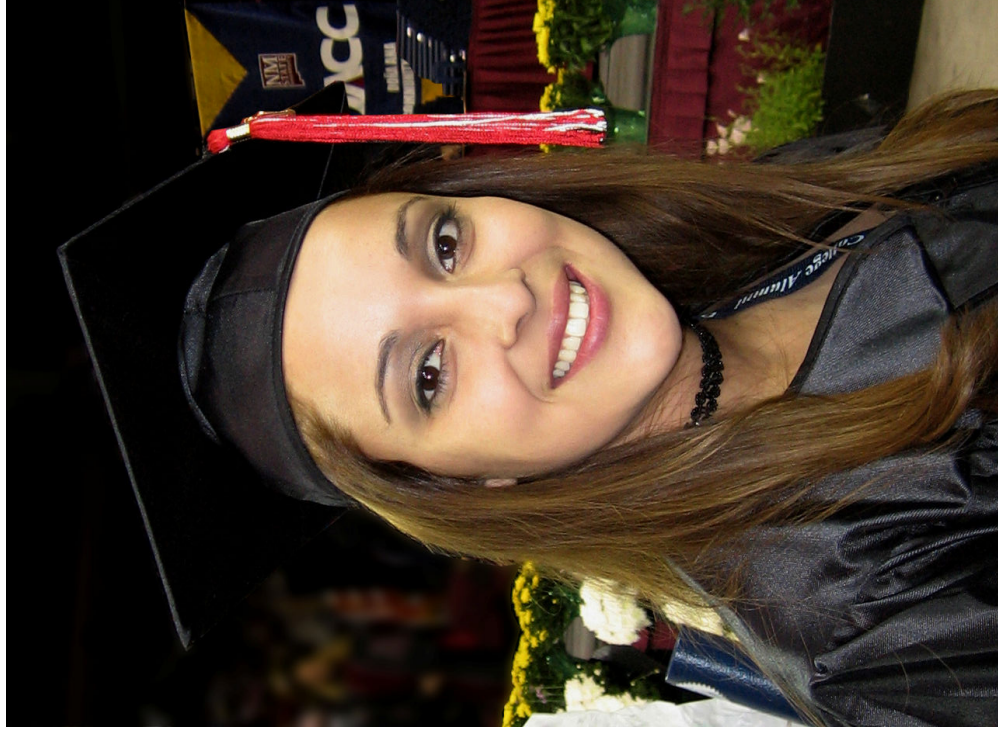
<http://dacccplac@nmsu.edu>

Please note: DACC observes all major holidays.



STUDENT GUIDE

CAREER PLACEMENT SERVICES



WELCOME TO CAREER PLACEMENT SERVICES

PURPOSE STATEMENT:

Our purpose is to establish and sustain relationships with current undergraduate students, alumni, and employers, thus creating opportunities to transfer educational skills into meaningful lifetime employment.

SERVICES:

The Office of Career Placement provides a free service that will help you develop an effective job search that is consistent with your career goals. Our office serves currently enrolled students and recent alumni. All majors can benefit from utilizing the resources of our office.

Employment Opportunities:

Part-time, full-time, Co-Op, internships, and summer job openings are posted through our office.

eRecruiting:

eRecruiting is an on-line internet job search resource that provides information about local and national employment opportunities. Registrants have access to a pool of jobs 24 hours a day.

Career Counseling:

As a student, you can make a personal appointment to ask career related questions concerning your job search.

Workshops:

Periodic workshops are scheduled throughout the semester. Such work shops may include resume/cover letter development, dress for success and job searching techniques.

Resume Review:

A placement professional can critique your resume to help you best market your education, skills and experience.

Mock Interview:

You can sign up for a mock interview to brush up on your interviewing skills. You will learn how to dress and prepare for the interview. A handout with common interview questions is available in the Office of Career Placement.

Career Fairs:

Career Fairs offer opportunities to network with employers, and learn about employment opportunities within the current job market. This is also a wonderful opportunity to sharpen your interviewing skills.

FREQUENTLY ASKED QUESTIONS:

Where are jobs posted?

Jobs are posted on our eRecruiting website. Please contact Career Placement Services for details on the registration process.

How do I apply for jobs?

The eRecruiting website will provide you with application procedures.

Do I need a resume?

It is to your advantage to have your resume uploaded into eRecruiting since employers call frequently for resume referrals.

Do I need to make an appointment?

Appointments are always encouraged but a career professional is generally available for walk-ins.