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TITLE: The Career Center Services Policy Statement

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 8, 2014

Policy No. 5.597

Policy Statement

Purpose

This policy is to establish and define the role and services of the Career Center at BRCC.

Scope

This policy applies to the students, alumni, faculty, and staff of Baton Rouge Community College.

Background

The basic policies of the Career Center recognizes that career development is a lifelong process that combines self-awareness, knowledge of the changing workplace, and the ability to effectively obtain and keep employment and successfully navigate the ever-changing workplace. We recognize that career development is a part of the total educational experience and the Career Center will support this experience by providing services and information from the pre-enrollment phase all the way through the educational process and beyond graduation. In addition, the Career Center will work to establish and maintain positive partnerships within the academic and employment community, building career opportunities at every level.

Policy

The Career Center provides in person and online access to career services to all students and alumni at each of the Baton Rouge Community College campuses. Students are encouraged to utilize both the in person and virtual Career Center services and resources.

Non-traditional students, students with disabilities, single parents, students in non-traditional majors for their gender, and other special population students who may need additional assistance to overcome obstacles are also encouraged to utilize the services of the offices in reaching their educational and career objectives.

The Career Center provides both career exploration opportunities and aptitude/interest testing as well as career and job search assistance and job acquisition skills development.

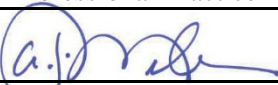


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Employers are encouraged to list job openings, to participate in job fairs, and to hold on campus interviews to fill openings with students and alumni of the college. Employers utilizing the Career Center to post job notices, participate in fairs, and recruit on campus will be required to affirm that they are an Equal Opportunity Employer and that students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability, to the extent required by federal, state, and local laws.

Procedure

Career Center direct services may be accessed by individuals via scheduled appointments, walk-in services, through classroom presentations, events, or workshops. The Career Center virtual services may be accessed by individuals online at College Central Network.

Source of Policy: <u>Career Center Office</u> Related Policy: <u>NACE (National Association of Colleges and Employers) Principles for Professional Practice</u>	Responsible Administrator: <u>Career Services Director</u> LCTCS Policy Reference: _____ LCTCS Guideline Reference: _____ Date: <u>10/08/14</u>
Approved by: <u></u> Chancellor <u>Andrea Lewis Miller</u>	