

Cultivate Alumni Relationships
Offer alumni these solutions for lifework success...



Job Search Strategies E-Course

- Fully interactive and easy to use
- Accessible any time, from anywhere
- Builds lifelong employability skills
- View responses of other students to discussion questions

Learn newest Job Search Strategies, Labor Market Information and Resources, Career Technology Skills



Career Expert Audio Files

- Listen on your desktop or laptop
- Download to your CD or iPod
- Print handouts for reading on-the-go

Converting Resumes for Emailing and Web Posting

Susan B. Whitcomb, CCMC, CCM, NCRW, MRW

Unlocking the Mystery of Employers' Keyword Searches

Kathy Sweeney, CPRW

Advanced Cover Letter Writing Strategies & Techniques.

Louise Kursmark, MRW, CPRW, CEIP, JCTC, CCM

Resumes for New Grads

Sharon McCormick, M.S., M.C.C., N.C.C., N.C.C.C., C.P.R.W.

How To Design A Complete Job Search Campaign

Beverly Harvey, CPRW, JCTC, CCM, CCMC, MRW

Why Luck is No Accident

Dr. John Krumboltz, Stanford University

<http://www.jobjuggler.net/recruit/2what.html>



Employability

**is
Job #1**

When your graduates are more employable, your university is more profitable.



**The Job
Juggler**

<http://www.jobjuggler.net/recruit/2what.html>

Universities can enhance their value to alumni by offering a Web-based job search strategies and lifelong employability course. By surfing career information sites, job seekers never really know if they have grasped the concepts that they need to find satisfying work. Many adults in job transition do not have the time or resources to fully update themselves on job search strategies from F2F meetings with a career coach or counselor.

The Job Juggler digests the deluge of career information that is available through print and online media and shares the most valuable job search strategies in an orderly, sequential way. Students access the program from their own computer, at their own pace, and in the comfort of their own home or environment of choice. By receiving the information through an online course, students gain a sense of accomplishment in mastering a body of knowledge. By answering progress, discussion and review questions, they receive immediate feedback on how they have grasped the concepts.

An online course in employability skills development is quick and easy to understand and implement in the job search campaign. The Web-based program covers the basics in job search strategies. An advantage of the e-course is that it is regularly updated, Students receive the most current career and labor market information and job search techniques.

Learning activities build upon the concept that job seekers find satisfying work more effectively by developing support systems. Through discussion questions, students give and receive free support from other workers in transition.

As we make our way through an uncharted virtual world and uncertain global economy, we have many job search balls to juggle. Online learning can help pave the way in a

comprehensive, efficient, and in-depth manner that saves travel cost and time.

Offer alumni this delivery system that quickly and efficiently digests information into useful knowledge for their job search. Graduates who have integrated their academic training with professional development goals in a satisfactory manner give back to the university in donations and service and refer potential students to the university.

References

- Bolles, R. "What Color Is Your Parachute?" (2004). Edition, Ten Speed Press
- Elsdon, R. "Affiliation in the Workplace: Value Creation in the New Organization" 2003 Edition, Praeger
- Gelardin, S. (2003-5) The Job Juggler. Web-based, self-paced job search and employability program. <http://www.jobjuggler.net>. 415.461.4097.
- Floyd, R. (2005). Career Development Facilitator Master Trainer and contributor to original CDF curriculum.
- Harris-Bowlsbey, J.; Suddarth, B.H.; and Reile, D.M., "Facilitating Career Development Student Textbook" Revised First Edition, National Career Development Association.
- Hoppin, J. and Splete, H., Editors, "Curriculum for Career Development Facilitators," Oakland University, Rochester, Michigan.
- Portions of this article have been reprinted from CD: "The Transformation of Work Strategies for a New Economy: Selected Articles from the 2004 International Career Development Conference" (2004). Walz, G. & Knowdell, R., Editors. Counseling Outfitters. Tucson, AZ.

Sally Gelardin, Ed.D. *International and Multicultural Education, NCC, DCC, Career Planning and Adult Development Network Coach, teaches the Global Career Development Facilitator curriculum and designed the first online course approved by the Center for Credentialing and Education for CDF CEUs. Dr. Gelardin is Professional Development Chair of the National Career Development Association and Past-President of the California Career Development Association. Email: counselor@jobjuggler.net*