

Career Development Services Policy

Prairie State College Career Development Services expects that any employer, or third-party organization representing an employer, who uses the service for the purpose of recruiting full-time, part-time, temporary employees, or interns comply with federal and state equal opportunity laws in its recruiting and hiring. For policy specifics, visit prairiestate.edu. From the Choose a Link menu, click on Career Development Services.

Information provided to Career Development Services by students is to be kept in strict confidence and only issued to an employer with that student's written permission.

Requests made relating to the identification of race, age, sex, nationality, handicap, or religion will not be honored. In cases where employer affirmative action plans are involved, an appointment should be made with the coordinator to discuss these concerns.

For More Information:

Career Development Services
Room 1202

Fall & Spring Hours:

Monday through Thursday, 8 a.m. to 7 p.m.
Friday 8 a.m. to 4:30 p.m.

Summer Hours:

Monday through Thursday, 8 a.m. to 7 p.m.
Closed on Friday

Employer Services ●

Student Services ●

Community Services ●

Tanya Norfleet

Coordinator, Career Development Services
(708) 709-3755 or tnorfleet@prairiestate.edu

Ramien Manson

Career Advisor
(708) 709-3922 or rmanson@prairiestate.edu

Tamika Montgomery

Counselor/Career Programs
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tmontgomery@prairiestate.edu

Career Development Services



● *Providing services to students, employers, and community members*



Career Development Services

Employer Services

Employers can use Career Development Services as a recruiting tool to find qualified employees.

Job Fairs: PSC's bi-annual job fairs are held in October and April. Employers who list with Career Development Services are sent registration materials and are included in the job fair book. Call (708) 709-3755 for more information.

Job Posting on Campus: Employers interested in advertising open positions on campus can e-mail information to rmanson@prairiestate.edu or fax (708) 709-3799.

College Central Network (CCN): A free job listing source where employers can post a position or internship that can be viewed by up to 12 colleges.

Employer Recruitment Visits: Employers with multiple job openings are encouraged to recruit on campus in a high-traffic area. Recruiting times are 9 a.m. to 1 p.m. and 4 to 7 p.m. Call (708) 709-3922 to schedule a visit.

Day & Evening Workshops: Free professional development workshops are held periodically on a variety of topics. Employers are encouraged to lend their expertise as guest speakers.

Student Services

Career Development Services provides students and PSC graduates with a wide-range of services to make successful career choices.

Services include:

Current Job Listings: Weekly listings of full- and part-time jobs and internships available for viewing in the office.

College Central Network (CCN): A free job listing source where job seekers can register online and have 24-hour access to search for positions or internships by location, category, or company name.

Job Fairs: Bi-annual event of more than 60 employers held in October and April.

One-on-One Consultation: By appointment, a career advisor is available for consultation to provide job search techniques, critique résumés, and develop a job search plan.

Employer Recruitment Visits: Meet with employers during their on-campus recruitment visits.

Day & Evening Workshops: Several times a year, free professional development workshops are held on a variety of topics:

- Career Changers
- Résumé Basics
- Interviewing Skills
- Job Search & Techniques
- How to Attend a Job Fair

Check our Web site at prairiestate.edu for an updated list of dates and times.

Career Speech Project

All students in COMM 101 will complete a career assessment test with the Career Development Services advisors. Based on the results, students interview someone in a profession and give a speech about what they learned.



Community Services

Job Fairs: The community is invited to the free bi-annual job fairs held in October and April.

Workshops: The Career Development Services staff is available to present workshops for community organizations. Some restrictions apply and advanced notice is required. For more information call (708) 709-3922.

