

# Four-Step Process

The Office of Career Services at Grove City College is committed to helping you realize and pursue God's calling for your life. Attaining that goal is a process that takes time, investment, and intentionality. We encourage you to move through our four-step career development process and to take advantage of the advice, opportunities, and resources available at each stage of the process.



[www.gcc.edu/cso](http://www.gcc.edu/cso)



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Physical Learning Center  
100 Campus Drive  
Grove City, PA 16127



[career@gcc.edu](mailto:career@gcc.edu)



724-458-3371



**CAREER SERVICES**  
GROVE CITY COLLEGE



## Our Mission & Structure

The mission of the Grove City College Career Services Office (CSO) is to guide students in their realization and pursuit of God's calling for their lives.

The centralized Career Services Office is housed in the Physical Learning Center. Education Career Services is located in Staley Hall of Arts and Letters (Suite 100) and works with Education majors seeking PreK-12 education positions.

*"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." -Ephesians 2:10*

## Career Services Online

We encourage students to utilize **Handshake** ([gcc.joinhandshake.com](http://gcc.joinhandshake.com)), our online system, to schedule career coaching meetings, view job postings, resources and career guides (i.e., resume writing, networking, interviewing), on-campus/online interview schedules, as well as CSO events occurring throughout the year. We also have a page on myGCC for quick and convenient access to some of our key resources.



## Career Coaching & Assessment

You can meet with a career coach to discuss a variety of topics to aid you in your career preparation. For questions or assistance with scheduling an appointment, please contact us at **724-458-3371** or **career@gcc.edu**.

We offer a variety of tools for career exploration and self-assessment, including PathwayU — a comprehensive career resource which includes four free assessments and allows you to explore industries and careers that match your values, personality, and more. Additionally, as a GCC student you will have free access to the CliftonStrengths assessment to learn your top five talent themes.

## Career Planning

Coaching is available on career-related topics such as:

- Self-assessment
- Major exploration
- Career options associated with your major
- Resume and cover letter writing
- Interviewing advice
- Experiential opportunities to discover and evaluate personal strengths and career interests
- Job and internship search strategies
- And more!



## On-Campus/Virtual Recruiting Opportunities

Each year, many employers visit campus or virtually recruit our students for full-time jobs and internships through our On-Campus/Online Interview Program, as well as our annual fall Career Fair, information sessions, class visits, and other opportunities. We typically facilitate 200+ total employer visits every year. Additionally, students have access to thousands of job/internship postings all across the U.S. and in various sectors through our Handshake platform.

*"There are a number of qualities that Grove City students possess that really stand out. The work ethic that you find in Grove City students is extremely high. High level of integrity and character as well. And also high level of perseverance." - Pfizer (New York)*



## Career Resources

We have an extensive array of online and print career resources, including:

- Major and career exploration resources
- Internship and full-time job search info and listings
- Career guides on various topics (i.e., resume and cover letters, interviewing, networking, etc.)
- Big Interview (virtual interviewing preparation)
- Company and industry search sites
- Alumni networking resources
- Graduate school info including exam prep books



## Events

Our staff holds workshops and presentations for students on career-related topics throughout the academic year. We have coordinated numerous events, such as:

- Exploring your Calling
- Fall Career "Kick-Off"
- Annual Fall Career Fair
- Internship and Alumni Panels
- Camp & Ministry Fair
- Resume Writing Labs
- Senior Career Night
- Resume Blitz Days
- Major-Specific Programming
- Mock Interview Days
- Financial Literacy Workshops
- Professionalism & Etiquette Night
- Freshman & Sophomore Career Exploration Program
- Employer Info Sessions
- Interviewing Workshops
- **AND MANY MORE!**

## Did you know?

For the Class of 2023, 95% of students attained employment or admittance into graduate school six months post-graduation (99% knowledge rate).

*The Career Services Office is frequently ranked in the top 20 by The Princeton Review.*

