

# KCC CAREER BUZZ!

Weekly Newsletter



## Welcome to KCC Career Buzz!

The Center for Career Development & Experiential Learning provides career counseling, career exploration, and employment opportunities for all students throughout their time at Kingsborough. Our newsletter aims to keep KCC students up to date on career announcements, hot jobs, internships, and career events. We are currently meeting with students online!

**Please email us at [careerdevelopment@kbcc.cuny.edu](mailto:careerdevelopment@kbcc.cuny.edu) to schedule an appointment.**

**Follow us on Twitter at @KBCCCareer and on Instagram & Facebook at @kcccareersuccess!**

### Check out this article:

Will you be working this summer? The article below highlights some of the best summer jobs for college students.

<https://www.forbes.com/advisor/student-loans/best-summer-jobs-for-college-students/>

**NEVER GIVE UP  
BECAUSE GREAT  
THINGS TAKE TIME.**

WWW.THEBRIGHTQUOTES.COM



## CAREER TIPS

*Have you heard about the NACE Career Readiness Competencies?*

The **National Association of Colleges and Employers (NACE)** has identified eight key skills job seekers should have. Do you know them? Here's this week's competency highlight...



### COMPETENCY #3: CRITICAL THINKING

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.



## JOB OPPORTUNITIES

# WORK

**Job ID: 13252**

**Position: Summer Art Camp Counselors**

**Employer: Barking Cat Studio Art Classes for Kids**

**Responsibilities:**

- Escort and oversee children on field trips and outdoor activities
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.); perform head-counts of participants throughout the day
- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment
- Keep track of supplies for camp and convey any camp needs to the education department staff

**Requirements:**

The right candidate must be at least 18 years old and have experience working with children. Candidate must be a team player with excellent communication and interpersonal skills.

- Valid First Aid and CPR Certificates a plus but not required.
- Must be mature, kind, have common sense, be dependable, punctual and trustworthy. A good sense of humor a plus.
- Must pass a criminal background check.

\*\*\*Must be available for entire duration of camp, which runs from July 5 through August 26.

**Job ID: 13494**

**Position: Finance & Administrative Coordinator**

**Employer: Resolution Project**

**Responsibilities:**

Finance

- Perform all activities related to Accounts Payable function, including coding and processing of invoices in QuickBooks, payment via online bill pay, ACH, wires, and physical checks through Chase.
- Assist with monthly reconciliation of bank account and credit card statements.
- Provide administrative support during the annual budget process, creating and analyzing spreadsheets and keeping track of multiple iterations of documents as updates are made.

**Requirements:**

The Finance & Administrative Coordinator will also be responsible for managing the CEO's schedule, travel, and administrative needs. We are looking for someone who is extremely organized, detail oriented, and willing to lend a hand wherever needed within the department.

Ideally, the Finance & Administrative Coordinator will have some availability to spread their 20 weekly hours of work Monday-Friday and be able to work in our midtown Manhattan office in person on Thursdays. We are willing to consider other schedule arrangements for the right candidate.

For more information on these opportunities and more please log on to Career Wave:

<https://kbcc-csm.symplicity.com/students>



## INTERNSHIPS

**Petrie Foundation**

As a Petrie intern, you will acquire valuable philanthropic knowledge and experience, working on important foundation tasks while developing applicable organizational, analytical, and communications skills that will serve you in your career ahead.

**Pay Rate: \$18/hr. | PRIORITY DEADLINE: May 16th**

**Facebook/CUNY Internship**

Meta/Facebook's Career Connections Program is seeking digitally-minded jobseekers for Internships in Your Community in 2022!

We are offering an amazing opportunity for all jobseekers, particularly in high-need communities, to participate in competitively-paid summer internships, receive exclusive training on social media + digital marketing and 1:1 mentorship opportunities.

SIGN UP TODAY: <https://careerconnections.fb.com>

**DEADLINE: May 17, 2022**

**New York Amsterdam News**

Intern positions are available in the editorial department. Amsterdam News interns must be located in the New York City-area and have a passion for writing about the Black community. Summer internships are for-credit and will last 10 weeks, four days a week from 9am - 5pm.

**DEADLINE: May 20, 2022**

**Admin/Social Media Intern (Remote)**

Working with Business Management Consultant Freda Thomas, this is internship is for you if you love working in a fun, exciting, fast-paced, tech savvy environment. You will help the organization and this dynamic CEO/Founder to get things done. Tasks include, but are not limited to: managing the CEO's calendar, making phone calls, scheduling appointments and managing social media.

**DEADLINE: May 27, 2022**

**Every Mother Counts**

Every Mother Counts (EMC) is pleased to offer a Summer Internship Program for undergraduate students who would like to gain experience working in the maternal health and/or the non-profit sector. EMC interns will have the opportunity to work across the organization's Impact, Development, Communications, and Operations departments, giving them broad exposure to all facets of a maternal health non-profit.

**DEADLINE: May 27, 2022**

To apply to these opportunities, please visit Career Wave: <https://kbcc-csm.symplicity.com/students>

# SERVICE LEARNING

## STUDENT SPOTLIGHT

### SD 11 – Career Development Class

On Wednesday May 11, our Career Development SD 11 course hosted a virtual College and Career Panel for The Academy of Finance and Enterprise HS in LIC, Queens, NY with our community partner Junior Achievement. During the panel discussion, our KCC students shared their personal stories of triumph and success here at Kingsborough, shared the benefits of attending Kingsborough and how they are being prepared for their future careers.

Thank you, **Karen Fung, Lexis Martinez, Cathy Tran, Shamara Deacon,** and **Shareefa Mejia,** for sharing your stories with the 11th grade students at The Academy of Finance and Enterprise HS. Thank you to Ms. Laarena Izzo and your students for inviting us to share our experiences and participating in an engaging panel. Thank you to the student mentors from the Melissa Riggio Program – your work has not gone unnoticed! Lastly, a great BIG THANK YOU to Ms. Bridgette White of Junior Achievement for coordinating this event for our panelists. Junior Achievement's continued support and partnership continues to allow Kingsborough to connect with K-12 students to promote and foster career exploration and college readiness.

**SERVICE LEARNING**  
Tuesday May 24, 2022  
11am – 12pm  
READ 718

Join us and learn how you can become a tutor this summer for students in grades 3 – 8 with their 5-week Summer READING Room program.

**REGISTER HERE**

**READ 718**

**KINGSBOROUGH COMMUNITY COLLEGE**  
DREAMS BEGIN HERE

Center for Career Development & Experiential Learning  
(718) 368-5115 / careerdevelopment@kbcc.cuny.edu

More opportunities available!!  
Email [servicelearning@kbcc.cuny.edu](mailto:servicelearning@kbcc.cuny.edu) for more information.

# COUNSELING



Let's face it, we are all dealing with tough times. We want you to know that the Counseling Center is there for you. You can speak with a counselor in the Counseling Center by calling 718-368-5975. At KCC our faculty and staff are making sure we are here for you all as much as we can be. Please do not hesitate to reach out!

# RESOURCES

## Career Coach

A free online tool for Kingsborough students and alumni. This site will help you find out about careers and the education required to get there. Not sure of where to start and want to find out how your interests relate to the world of work? You can take an online assessment that comprises of 6, 30 or 60 questions. Once you find potential careers that relate to your interests, you can look for target jobs in your area. Career Coach will give you the relevant data on wages, employment and training. It also provides a resume builder to help you get started with your resume. To learn more, please visit: <http://kingsborough.emsicc.com/>

## biginterview

Do you normally get nervous about interviews? Well, Big Interview is a virtual interview training software that will help to ease those fears by preparing you for all of those tough questions. This proven system offers hands on practice with mock interviews tailored to your specific industry, job and experience level. Big Interview provides customized training to meet your individual needs with anticipated interview questions. It can prepare you for that elevator pitch, so that you are confident and ready for your next interview.

<https://kbcc-cuny.biginterview.com/>  
(School email must be used to register)



Career Wave is a free online career tool for Kingsborough students and alumni to search for jobs. There are numerous resources, and services available on this site for our students such as: resume review, online job/internship postings, service-learning opportunities and updates on events from the Center for Career Development and Experiential Learning. Many employers use this site to post open full-time, part-time, internship and volunteer opportunities. There are three (3) steps that you must complete in order to get the most from this site.

1. Register for an account. Once your account is approved, you will be able to complete your profile.
2. Upload your resume to be reviewed by an advisor.
3. Once your resume has been approved by an advisor, start searching for jobs.

To learn more and create an account, please visit <https://kbcc-csm.symplicity.com/students>