

# WORKFORCE SERVICES

## ST. JOHNS RIVER STATE COLLEGE

### MISSION

The mission of the Department of Workforce Services is to connect and provide St. Johns River State College and the northeast Florida community with resources designed to maximize opportunities for access and advancement in career and technical education and occupations.

### SERVICES

Workforce Services provides resources to assist students with meeting the requirements of Associate in Science degree (A.S.), Associate in Applied Science degree (A.A.S.), and certificate programs. Services are available on each campus for students and prospective students. Workforce advisors are available to work individually and/or in groups with students requesting career and academic program planning services specifically designed for workforce development program areas.

In partnership with Student Services and the academic departments of Allied Health, Business, Computer Science, Criminal Justice and Nursing, workforce advisors are dedicated to providing students with quality and timely information to assist them with planning for admission into their desired program and/or with understanding the requirements for graduation.

### CAREER AND PROGRAM PLANNING

Workforce advisors assist students with the development of individualized plans for selecting and completing an A.S. degree or certificate program of study, including the interpretation of career interest assessments, properly sequencing courses and meeting admission requirements when applicable. Workforce advisors help students locate resources for career research, labor market information, and employment, such as college and career fairs and access to local and nationwide job boards for college students.

The first step for new and transfer students is to participate in College orientation online. Following that, Workforce Services advisors, in partnership with academic advisors, will facilitate group advising for students entering college for the first time. During group advising, workforce students confirm their programs of study, plan a sequence of courses, and register for their first semester of classes. Transfer students should schedule an appointment with an academic advisor in place of group advising so that previous coursework can be reviewed and recommendations can be made regarding their remaining coursework.

When students in a business, computer science, or criminal justice program have earned 30 credit hours toward their degree, they will be required to speak with a Workforce advisor in order for their registration hold to be removed. The Workforce advisor will help determine if students are on track for completing their programs of study on time. Students are encouraged to visit with the Workforce advisor again prior to registration for their final semester in order to ensure all graduation requirements will be met.

### MANDATORY HEALTH PROGRAM MEETING

Students who have declared their program in one of the pre-health areas of Health Information Technology, Nursing, LPN-ASN Bridge, Radiologic Technology, or Respiratory Care will have a hold on registration after earning 15 credit hours toward their program of study.

15 credit hour HOLD - required. The 15 credit hour hold on registration is lifted when students have attended one health program meeting. The purpose of the meeting is to determine if the student is on track to apply for admission into a limited access program, complete the program of study, or if a change of program of study is required. This early check-point serves as a means to address specific issues related to program admission and if

additional support systems need to be put into place to encourage student success. The meetings are jointly delivered by workforce advisors and program faculty and review some of the content from new student orientation and strategies for learning in healthcare programs.

### CAREER TRANSITION SERVICES

The Workforce specialist provides one-on-one assistance for students to develop and implement strategies for obtaining employment and continuing education. Services include resume review, employment interview practice, and networking opportunities through the College online local and nationwide job board, The College Central Network, and campus college and career fairs. Services are also provided collaboratively with faculty in workforce development classrooms.

### CAREER PATHWAYS

Career Pathways provides students who are completing career and technical education programs in high school with the opportunity to continue their studies in college in the same career cluster. In partnership with the Dual Enrollment department and in accordance with local and statewide articulation agreements, students have access to acceleration options, reducing the time and cost of their A.S. degree or certificate. Programs of study, from grade 9 through post secondary, are designed by the St. Johns River Career Pathways Consortium and guided by the workforce and economic development needs of business and industry.

Local and statewide articulation agreements afford additional opportunities for returning adults to transition into workforce development degree and certificate programs by providing academic credit for earned industry certification and licensure.

For more information about the Department of Workforce Services and to schedule an appointment, please visit our website at [SJRstate.edu/workforce/workforceservices.html](http://SJRstate.edu/workforce/workforceservices.html), call (386) 312-4259 or email [careerservices@SJRstate.edu](mailto:careerservices@SJRstate.edu).

