

# KCC CAREER BUZZ!

*Weekly Newsletter*

**SUCCESS IS NOT FINAL;  
FAILURE IS NOT FATAL:  
IT IS THE COURAGE TO CONTINUE  
THAT COUNTS.**

WILSON L. CHURCHILL

## 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!**



## What's the Tea?

### The Center for Family Support (Virtual Open Houses)

#### **Now Hiring Direct Support Professionals.**

Join us to learn how you can join our team! We are seeking Direct Support Professionals to support individuals with intellectual and developmental disabilities in their homes and the community.

We have positions in all five boroughs of NYC and Long Island!

PAY RATE \$15.50 AN HOUR!

#### **WHEN: EVERY THIRD TUESDAY OF EVERY MONTH**

(Jul 19th, Aug 16th, Sep 20th, Oct 18th, Nov 15th, Dec 20th)

#### **WHERE: ZOOM- VIRTUAL OPEN HOUSE**

Must register in advance for this meeting with link below:

**Morning Session** (10:15 AM - 11:30 AM)

[https://cfsny.zoom.us/meeting/register/tZcsd--vqTkjHdbzDihSNa55F\\_oDsr\\_3IBUX](https://cfsny.zoom.us/meeting/register/tZcsd--vqTkjHdbzDihSNa55F_oDsr_3IBUX)

**Afternoon Session** (3:15 PM - 4:30 PM)

[https://cfsny.zoom.us/meeting/register/tZAvdu2spzspE9EWtehCOA\\_wjPHCBURTu3Mm](https://cfsny.zoom.us/meeting/register/tZAvdu2spzspE9EWtehCOA_wjPHCBURTu3Mm)

After registering, you will receive a confirmation email containing information about joining the meeting.

**You can also email your resume to [jobs@cfsny.org](mailto:jobs@cfsny.org)**



## CAREER TIPS

### 3 Tips for a Successful Summer Job Search (Medix)

**Get out & Network:** After a long winter being cooped up inside, people are ready to get out of the house. You can use this to your advantage by getting out and networking. There are tons of benefits to networking, one of them being the opportunity to meet and connect with individuals in your area of work who may be hiring

**Check out Summer School:** Many educational institutions offer summer term courses that can help enhance your knowledge and skills in a short period of time.

**Be Patient:** The summer months have a lot to offer, and many people want to take in as much of it as possible. That means that many employees, including hiring managers, tend to be out of the office more often in the summer than they might be during other times of the year.

Read the full article here: <https://www.medixteam.com/3-tips-for-a-successful-summer-job-search/>



# JOB OPPORTUNITIES

**Job ID:13797**

**Position: Summer Legal Administrative Assistant**

**Employer: Cammarata & De Meyer P.C.**

A Boutique Matrimonial/Family Law Firm in Staten Island is looking for a Full-Time Legal Administrative (32-40 hours per week). Should have a working knowledge of MS Office. Possess excellent organizational and communication skills. Part-time options are also available.

Duties and Responsibilities of the job include:

- Scanning and copying files
- Managing phone calls
- Billing
- Client intake
- Performing legal research
- Maintaining attorney calendars and case files
- Scheduling appointments, court appearances, and mediation/depositions hearings

**Job ID: 13805**

**Position: Accounting Office Assistant (P/T, Temporary)**

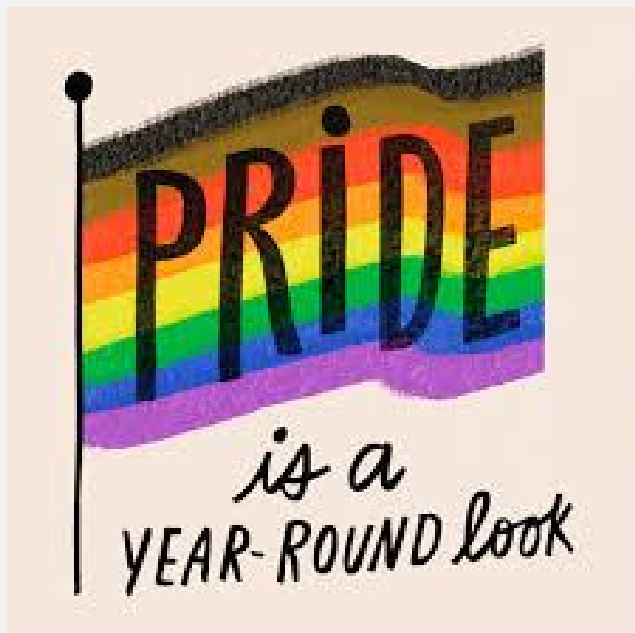
**Employer: Igmanya Billing Services (Medical Billing)**

**Responsibilities**

- Accurate logging of payments received from providers and patients while maintaining current records and balances in MS Excel
- Preparing monthly and deliverable-based invoicing
- Managing invoicing and payment processing operations.
- Using data entry skills to accurately document and input statements.
- Keeping active inventory of ordering supply and invoice payments
- Collect and mail correspondence

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

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



# INTERNSHIPS

## NYC Department of Sanitation

The intern will be tasked with updating communication pieces, updating DSNY website pages, cataloging photos / files, and conducting outreach as needed for NYCHA and city agencies.

**Pay Rate: \$15-\$17.50/hr.**

**DEADLINE: June 30, 2022**

## Breakthrough New York

As a High School Placement Assistant, you will guide the success of a cohort of 8th grade students' high school application processes, at one of our sites in Brooklyn, Bronx, or Manhattan.

**Pay Rate: \$15/hr.**

**DEADLINE: July 9, 2022**

## Office of Manhattan Borough President Mark Levine

Gain work experience as an urban planner, a policy and communication intern within the Office of Manhattan Borough President. Selected individuals must possess excellent research skills along with the ability to complete tasks independently. Effective written and oral communication skills will also be important.

**DEADLINE: July 15, 2022**

## The Borgen Project

The Borgen Project is a nonprofit organization that combats global poverty by advocating for a refocus of U.S. political attention and funding toward programs that improve conditions for the world's poor. Our remote internships are work from home roles, weekly deadlines must be met, meetings will be held online and a weekly update of your progress submitted.

**All positions are unpaid, college credit is available.**

**DEADLINE: July 9, 2022**

## H RTP: A Public Health Internship Program

One of the oldest and largest public health traineeships in the country, NYC Health department Health Research Training Program (H RTP) provides an opportunity for undergraduate students to experience some of the real-life challenges of public health. By working on current public health issues under the close supervision and mentorship of experienced professionals, students apply classroom learning to practical problems in a closely matched practicum. In the process, they learn critical skills needed to excel in the field.

**DEADLINE: August 15, 2022**

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

## Check out this article:

### *Working for Wellness: Careers that Promote a Healthy Lifestyle*

*Some fast-growing careers for 2020-2030 are careers that promote health and wellness. Some of the fastest growing health and wellness focused careers are Fitness Trainers and Instructors, Physical Therapists and Massage Therapists.*

*To learn about the 8 fastest growing wellness focused careers please read this article on the U.S. Department of Labor blog site.*

<https://blog.dol.gov/2022/06/06/working-for-wellness-careers-that-promote-a-healthy-lifestyle>

## DO YOU KNOW ABOUT OUR CAREER PEERS?

*They are current KCC students who work in the career center to help other KCC students with their career development. Check them out on Instagram @kcccareerpeers & see what they have to say!*

## 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.symphlicity.com/students>