



Society of Women Engineers
Southeast Florida Section
4598 NW 26 Place
Boca Raton, FL 33434

February 14, 2008

Dear SWE Southeast Florida Section Member:

Do you enjoy mentoring students and young professionals? Is giving career advice one of your strengths? Do you think your career is a really great field to get into? Are you really excited about your profession? If you answered yes to these questions, then the Career Development Center of the Palm Beach Community College is looking for you to volunteer as a Career Consultant. Our SWE Southeast Florida (SEFL) Section has partnered with the Palm Beach Community College, Palm Beach Gardens Campus, to provide career development as part of their Career Center Consultant Program. The main tasks of a career consultant would be but are not limited to:

1. Assists and advises students and alumni on career majors, career changes, career exploration, career development, job search, and placement opportunities.
2. Design, administers and conducts career development workshops for students and alumni seeking information related to graduate school and relocation; interviewing, resume development; writing cover letters; job search resources skills; experimental learning opportunities and mock interviews.
3. Help employers in finding the best students to fill open positions or help increase employer visibility on campus through internships, on-campus presentations and career fairs.
4. Maintains liaison and consults with academic departments, faculty, staff, student organizations and off-campus employers regarding career development programs, salary statistics, geographic growth areas and job market trends.
5. May provide career development and placement resources and informational and promotional materials of a specific career field for distribution to the University community, such as testing techniques, computer aided guidance systems, career development booklets and pamphlets, instructional videotapes and other audio-visual media.
6. Engage with alumni and student groups within their colleges for individual advising, recruiting, training, supervising, evaluating student workers, and group presentations
7. Consults with faculty regarding base plan of study for co-operative education participants, problems or suggestions for improvement.

Community Colleges have been explored by SWE for the past few years. SWE has an opportunity to participate in the community colleges by providing student interest groups. Most community colleges do not have "Women in Engineering"-type programs that commonly exist at the university level. Outreaching to community colleges is an opportunity for SWE membership growth and career guidance outreach that may allow female students at community colleges to consider Engineering as a career.

If you would like to volunteer or would like more information about how to get involved, please fill out an enrollment form in the following website: <http://www.pbcc.edu/x6685.xml> or contact our Community Colleges Chair, Sona Kundalkar, Palm Beach Community Colleges Coordinator at 561-236-5322 or via email at sona.kundalkar@gmail.com.

We look forward to hearing from you shortly and to make this Palm Beach Community College program another great outreach program for our SWE SEFL section. Thank you for your continuing support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E M V', with a stylized flourish at the end.

Eileen M. Vélez-Vega, E.I.
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SWE SEFL Website: <http://www.swe.org/SWE/RegionD/Sections/seFL/index.html>