

Mission Statement

Career Services is committed to providing progressive, timely, and comprehensive services of the highest quality to Georgia Southwestern State University students and alumni. Career Services is dedicated to promoting optimal career development to all students and seeks to effectively provide meaningful work experiences in preparation for a global job market.



We look forward
to serving you!



**Georgia Southwestern State
University
Office of Career Services
800 Georgia Southwestern State
University Drive
Americus, GA 31709**

**Tel: 229-931-2237
Fax: 229-931-2709**

Job Location
and
Development
Program

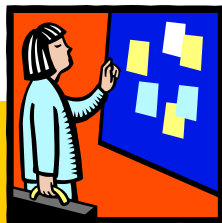
Help
Wanted

**Georgia Southwestern State
University
Office of Career Services
800 Wheatley St.
Americus, GA 31709**

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What is Job Location and Development?

The JLD Program at Georgia Southwestern State University is a fairly recent program that was established to help students find off-campus employment opportunities. JLD is a federally grant funded program that locates and develops off-campus employment opportunities for students during and between periods of enrollment. The prime directive of the program is to secure internships, coops, part-time, and summer jobs for GSW students. The program is designed to refer students to employment opportunities in the Americus area. Several employers have listed jobs with the Career Services Center and have expressed interest in recruiting GSW students.



Who can utilize JLD?

Participation in the Job Location and Development program is not based on any type of financial eligibility or other restrictions. Students currently enrolled at Georgia Southwestern may utilize this service in addition to all other services at the Career Services Center. The JLD program is especially helpful to students who are unable to participate in the Work-Study or Financial Aid Programs.

How can I, the employer utilize JLD?

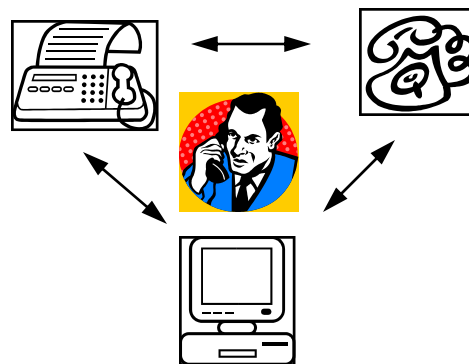
If you are interested in posting a job listing with our Service Center, contact the office during our regular business hours,

Monday through Friday

8:00am-5:00pm at 229-931-2237, fax us at 229-931-2709, or contact our office email

at

career@canes.gsw.edu



How can I, the student utilize JLD?

If you are interested in applying for a part-time or full-time job that Career Services has available, below are a few steps to help you get started:

- Select positions that fit your schedule and for which you meet the necessary qualifications.
- Apply for positions that allow you to utilize your skills.
- If you have not already done so this semester, please come by Career Services and complete the Student Data Record form and submit a resume on www.Georgiahire.com
- Set up an appointment to meet with the Student Employment Coordinator.
- If you meet a company's qualifications, the Coordinator or other office staff will give you a referral card to go off campus to meet with the employer, or we can fax your resume directly to the employer.
- Contact the employer and arrange to complete the employer's application or schedule for an interview. For best results, contact the employer ASAP.
- Your resume and application will be kept on file for one year. You are welcome to update your application and stay on file with us for as long as you need to.

Where can I find you?

We are located in the Student Success Center on the campus of Georgia Southwestern State University. We are on the third floor in room 3400. We are open Mon-Fri 8:00am-5:00pm.