


Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 <b>Going Back to School</b>  1:00 – 3:00 p.m.	6 <b>METRIX Overview</b>  10:00 – 11:00 a.m.	7	8
11	12	13	14 <b>Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	15
18	19	20 <b>METRIX Overview</b>  10:00 – 11:00 a.m.	21	22 <b>Cornell Meet the Employer</b>  1:00 – 2:30 p.m.
25	26	27 Tips for Job Hunters Age 50 and Over 10:00 a.m. – noon ----- Finger Lakes Residential Center & MacCormick Secure Center 10:00 – 11:30 a.m. at TC Library	28 <b>Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	29

*All workshops are offered at no cost to you and will be held at the Career Center unless otherwise indicated. However, space is limited and registration is required. Please call (607) 272-7570 ext.118, or register at the front desk. Tompkins Workforce is an Equal Opportunity Employer/Employment Service.*

## June 2018 WORKSHOP DESCRIPTIONS

### **Cornell University Meet the Employer Session: Friday, June 22nd from 1:00 p.m. – 2:30 p.m.**

A Cornell Human Resources representative will discuss job search tips, application process and overall information about working at Cornell University.

### **Going Back to School Workshop: Tuesday, June 5<sup>th</sup> from 1:00 p.m. – 3:00 p.m.**

"Are you interested in going back to school, or doing a training program, but not sure where to start? What to study? How to pay for it? Come to this workshop and take the first step. Go back to move forward!"

### **Metrix Overview: Wednesdays, June 6<sup>th</sup> and June 20<sup>th</sup> from 10:00 a.m. – 11:00 a.m.**

Metrix is an online skills and job-related training program that contains over 24,000 courses. Courses range in topics from accounting, leadership, healthcare, and computer programming, etc. Once registered, customers have accounts with unlimited access for 6 months. **Please Note: This workshop requires a mid-level competency with computers.**

### **Professional Opportunity Developers Group Meetings: Thursdays, June 14<sup>th</sup> and 28<sup>th</sup> from 9:00 a.m. – 11:00 a.m.**

Current Trends in Job Searching: Join our staff and your professional peers to discuss new trends that may impact your job search as you move forward. Staff will share current news articles and invite discussion amongst participants.

### **Tips for Job Hunters Age 50 and Over: Tuesday, June 27<sup>th</sup> from 10:00 a.m. – 12:00 p.m.**

Mature Workers face challenges in the job search market, such as age discrimination. Have you ever been called "over qualified"? Do you feel you've been stereotyped? Discussion topics include myths / stereotypes about older workers, ways to overcome them, and changes in job search methods and materials.

### **Finger Lakes Residential Center & MacCormick Secure Center: Wed., June 27<sup>th</sup> from 10:00 a.m. – 11:30 a.m. – Location – Tompkins County Public Library, 101 E. Green St., Ithaca, NY**

Representatives will provide an overview of the mission and culture of Office of Children & Family Services - Finger Lakes Residential Center and MacCormick Secure Center. They will highlight current job openings, and the skills, education and experience sought for each position. They will also discuss what they're looking for in resumes, cover letters and job interviews. Attendees are encouraged to ask questions.

#### Positions Available:

Finger Lakes Residential Center: Office Assistant, Youth Division Aide 3, Youth Counselor, Nurse Administrator, Nurse 1, Nurse 2

MacCormick Secure Center: Cook; Vocational Instructor; Teacher 1, 2 and 3; Youth Division Aide 2, Youth Division Aide 4, Nurse 2

