

## Technical Degrees

Accounting and Computing	D140
Administrative Information Tech	D219
Administration of Justice	D390
Associate in Applied Science in Nursing	D350
Automotive Service Technology	D520
Collision Repair Technology	D515
Corrections/Parole Officer	D392
Corrections/Youth Supervisor	D391
Crime Scene Technician	D391
Industrial Maintenance Technology	D500
Medical Office Assistant	D190
Paraprofessional Educator	D365
Radiography	D327

## Technical Certificates

Administrative Information Tech	C218
Automotive Service Technology	C530
Basic Nurse Assistant Training	C335

Cosmetology	C260
Cosmetology Teacher	C263
Industrial Maintenance HVAC I	C504
Industrial Maintenance Technology	
IMT: Level 1	C501
IMT: Level 2	C502
IMT: Level 3	C503
Massage Therapy	C338
Medical Transcription	C195
Paraprofessional Educator	C364
Phlebotomy	C339
Practical Nursing	C340
Web Design	C238
Welding and Cutting	C570

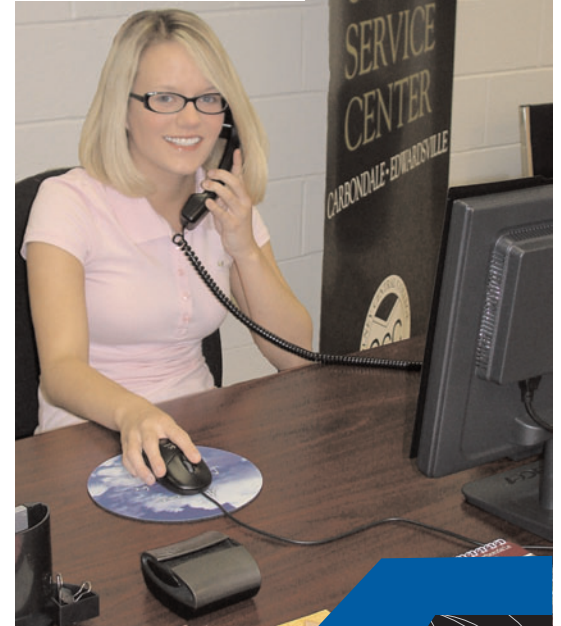


## OLNEY CENTRAL COLLEGE

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## JOB LOCATION & DEVELOPMENT PROGRAM



### OLNEY CENTRAL COLLEGE

305 North West Street  
Olney, IL 62450-1099



618/395-7777 or 866/622-4322

AN ILLINOIS EASTERN COMMUNITY COLLEGE

## The JLD Objective

The Job Location and Development Program of Olney Central College is designed to foster a cooperative partnership among students, employers and private citizens through part-time and temporary employment of OCC students.

The JLD Office operates year-round to bring employers together with students seeking part-time jobs. Students are typically employed during the academic year on a part-time basis, and often full-time during semester and summer breaks. Duration of employment and rate of pay are determined by each employer.



## Benefits of the JLD Program

### For Students

- Gain valuable work experience, while still in school
- Explore different career fields, prior to graduation
- Flexible work schedules
- Earn money while in school

### For Employers

- No-cost, one-stop service that can provide any employer with dependable, part-time workers
- Excellent resource for finding one-time or seasonal employees
- No limitation on the number of positions an employer may list or the number of students an employer may hire

## How to Use the JLD Program

### Students

All currently-enrolled students at Olney Central College are eligible for the program. To apply, each student must

come to the JLD Office, located in Student Services, and fill out a data sheet. The student should also furnish an updated resume to complete his or her file. The JLD coordinator will process the applications and then give students information about available jobs.

### Employers

Employers who wish to list employment opportunities may do so in person, by mail, by e-mail or over the phone. Information describing each employment opportunity is required to prepare a job listing to be posted. When vacancies are posted, employer names are withheld to prevent non-student use of the service. Interested students are then given information about the position, and an interview time is arranged with the employer. Employers are asked to contact the JLD Office when a student has been hired or the position has been otherwise filled, in order for referrals to be discontinued.

