



## Technical Degrees

Accounting (ACT)	D140
ADJ: Corrections (JUS)	D395
Administration of Justice (JUS)	D390
Associate Degree in Nursing (NUR)	D350
Automotive Service Technology (AUM)	D520
Collision Repair Technology (AUB)	D515
Human Resource Assistant (HRA)	D245
Industrial Maintenance Tech. (INDMA)	D500
Information Systems Technology (IST)	D217
Medical Office Assistant (SMED)	D190
Office Administration (OFADM)	D247
Paraprofessional Educator (EDU)	D365
Radiography (XRAY)	D327
Sport Management (SPORT)	D424

## Technical Certificates

Auto Service Technology I (AUM)	C531
Auto Service Technology II (AUM)	C532
Basic Nurse Assist. Training (BAID)	C335
Cosmetology (COSME)	C260
Cosmetology Teacher (COSTE)	C263

Entrepreneurship (ENT)	C182
Industrial Maintenance Technology	
IMT: Level I (INDMA)	C501
IMT: Level II (INDMA)	C502
IMT: Level III (INDMA)	C503
Industrial Maint. Tech. HVAC I (INDMA)	C504
Information Systems Technology (IST)	C216
Leight Vehicle Diesel Service (AUM)	C533
Massage Therapy (THM)	C338
Medical Coding Associate (MCOA)	C189
Medical Transcription (MEDTR)	C195
MS Office Specialist (MSOFC)	C244
Office Administration (OFADM)	C246
Paraprofessional Educator (EDU)	C364
Phlebotomy (PHB)	C339
Practical Nursing Certificate (PNURS)	C340
Professional Bookkeeper (ACT)	C142
Quickbooks (ACT)	C141
Security & Loss Prevention (JUS)	C394
Welding and Cutting (WELCT)	C570



## OLNEY CENTRAL COLLEGE

[www.iecc.edu/occ](http://www.iecc.edu/occ)

*Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.*

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# Job Location & Development Program

## Olney Central College

Olney, IL

an Illinois Eastern Community College



## 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

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.

## 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.

## 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

