

Thank you for submitting your Student/Alumni Registration for the Owens Community College J.O.B.S. Program. This program, Job Opportunities Brought to Students, is a service offered to current students and alumni (graduates with a Certificate or Associates degree). We hope that you will find this service a beneficial part of your job search process.

To complete your Registration with our office, please send a copy of your resume in a Word document attachment to either:

Gentry Dixon (Student & Alumni Placement Coordinator):
Gdixon@owens.edu

Or

Laura Magrum (Job Location & Development Coordinator):
Lmagrum@owens.edu

If you are unable to send a Word document attachment, you may drop your resume off at one of the following locations:

Toledo:
J.O.B.S. Office - College Hall 150

Findlay:
Student Services

If mailing, please send to:

Owens Community College
J.O.B.S. Office (Registration)
P.O. Box 10,000
Toledo, OH 43699-1947

Your resume will be reviewed and if there are any recommendations/revisions, you will be contacted in this regard. You have two weeks within which to submit your resume and complete the revision process. If your file has not been completed after two weeks, it will be considered inactive and you must begin the process again in order to complete your registration.

Once your resume has been approved, you will be notified, entered into the J.O.B.S. Office database and start receiving e-mail notifications (1-3 times/month) of job postings in your field of study. You may also review the job boards on campus (Toledo, Findlay or in the CDT Building) and complete a pink slip expressing your interest/qualifications in applying for the posted positions. We also hope to provide on-line job posting review in a few months!

We wish you the best in your job/career endeavors and look forward to working with you!

Sincerely,

The J.O.B.S. Office Staff
Owens Community College
(419) 661-7501
1-800-GO-OWENS (ext. 7501)
<http://www.owens.edu/jobs/index.html>