

SOME PLACES TO TAKE YOUR NEW COLLEGE DEGREE

April 2024

BUSINESS SERVICES – Consider the following titles in companies of all sizes: Junior Account Executive, Recruiter, Sales Representative, Operations Coordinator, Media Planner, Logistics Planner, Junior Staff Accountant, Business Analyst, Project Coordinator, Global Sourcing Specialist and Human Resources Generalist. Customer Success Associate

CLIENT SERVICES – Add subject matter knowledge to your college degree to become one of the following: Claims Adjuster, Ergonomics Specialist, Genetics Counselor, Property Manager, Labor Relations Specialist, Paralegal, Travel Agent, Event Planner, Organization Development Professional

EDUCATION and COMMUNICATION – Educational, Social Service and Business Organizations need Teachers, Trainers, Technical Writers, Copywriters, Digital Marketing Associates, Web Designers. Case Managers, Job Developers, Interpreters and Translators, Online Researchers, Public Relations Staff, Social Media Coordinators, Instructional Designers, Curriculum Developers. Employee Assistance Professionals

FINANCIAL SERVICES:

Target positions such as **Financial Analyst, Investment Associate, Data Analyst, Tax Preparer, Loan Processor, Credit Analyst, Junior Auditor and Financial Planner.**

Banks may hire trainees to learn operations, take credit applications, and sell loan products. They also recruit personal bankers who manage customer portfolios and sell retail banking products to current and prospective customers. Bank of America has an academy that delivers a foundation in banking. [**The Academy: Bank Employee Career Training Program at Bank of America**](#). Citibank [**Students & Graduates \(citigroup.com\)**](#) offers a special portal for college graduates. Credit unions such as **Patelco** at [**Patelco Credit Union | Careers**](#) <https://www.patelco.org/careers> offer opportunities.

Insurance is an industry with many arms: health, disability, workers compensation, auto or personal liability and life. Position titles include underwriting, actuary, financial analyst, claims agent, account manager, auto adjuster and sales.

Liberty Mutual Insurance Area – Liberty Mutual Careers (libertymutualgroup.com) offers opportunities in actuarial, analytics, customer service, claims, product management, digital and technology.

Progressive Insurance hires Claims Adjustor Trainees. Get further details at [**Search For Insurance Jobs and Apply | Progressive Careers**](#) **GEICO Insurance** hires graduates of many different subject areas. Go to [**Careers \(myworkdayjobs.com\)**](#) to learn about their Technology Development Program, Operations Leadership Development Program and Analyst Development Program.. <https://geico.wd1.myworkdayjobs.com/>

Property Management is another field to consider. www.renoirstaffing.com is a staffing agency for property management and real estate.

HEALTHCARE including MENTAL HEALTH:

Healthcare is a huge employer. **Kaiser Working at Kaiser Permanente - Kaiser Permanente (kaiserpermanentejobs.org)** is one of the principal players in the SF Bay Area. Those without medical specialty backgrounds can search under Business Careers for titles such as **Member Education Specialist, Health Education Assistant, Lifestyle Educator, Actuarial Analyst I, Research Associate I, or Member Engagement Specialist**

Health related jobs can be found in organizations and facilities besides hospitals, clinics and doctor's offices. Associations that work for health issues such as American Cancer Society, Red Cross, and Donor Networks hire those with passion for their cause. Counties have departments concerned with **environmental and public health** and need people with skills in administration and program support. Public health jobs can be found under categories such as, **emergency preparedness, health education, maternal and child health, nutrition, occupation and industrial hygiene.**

Mental and behavioral health is another focus that offers opportunities. Look for job titles such as **community health worker, research assistant, behavior technician, certified peer specialist or community mental health educator.**

HOSPITALITY & TOURISM including LEISURE and Entertainment:

Marriott [Entry-Level Hospitality Jobs & Internships | Marriott University Programs - Marriott University Programs](https://university.marriott.com) <https://university.marriott.com> is an example of a hospitality chain that offers opportunities in areas of interest from sales and marketing, finance and accounting to guest services including operations and food and beverage services. At hotels such as the Hilton ([Hilton University Programs and Campus Recruitments](https://university.hilton.com) jobs.hilton.com and Hyatt (www.hyatt.com/careers), [KICKSTART YOUR CAREER \(hyatt.com\)](https://www.hyatt.com/careers) recent graduates can get on a track by taking an entry-level departmental position in food & beverage, human resources, rooms division, revenue management or sales.

NON PROFIT WORLD:

Nonprofits that provide social & community services sometimes hire new college graduates as Case Managers, Program Coordinators or Project Assistants. Community outreach and jobs in development are also good entry points. Arts, cultural, advocacy, research and environmental organizations are other targets. Try www.workforgood.org [Nonprofit Jobs | Nonprofit Careers | Work for Good](https://www.craigslist.org) or www.craigslist.org for local opportunities. www.idealst.org is another good site.

Useful tools for researching local nonprofits by specialty (youth, seniors, health, etc) are www.ccccmyresourcedirectory.com for Contra Costa County. www.edenir.com for Alameda County listings and [211 San Francisco County Information & Referral Services \(211bayarea.org\)](https://211bayarea.org) for San Francisco.

RETAIL including Management Training Opportunities:

Retail management is a welcoming field for college graduates. Department stores, chains that locate in malls, and specialty stores often have manager training programs and positions.. In addition to sales, large retailers offer career options in operations, technology, marketing supply chain, human resources etc.

Walgreens (Working at WALGREENS) <https://jobs.walgreens.com> offers distinct career paths in distribution, community management and community pharmacy.

Hertz has openings for manager trainees, branch managers, and station managers. Look here: <https://hertz.jobs> Select "Students and recent grads". **Enterprise Rent-A-Car** at www.erac.com is another potential employer that looks for college graduates

SCIENCE & ENGINEERING:

Environmental field service technician, wildlife biologist, environmental tester, air monitoring technician, energy rater, health and safety inspector are typical job titles for those interested in sustainability and a greener world.

Chevron [Working at Chevron | Home](http://careers.chevron.com) <http://careers.chevron.com> looks for entry-level people with education in technical fields such as engineering, earth sciences, geophysics & chemistry. Create a profile on the site to apply

West Valley Staffing Group:[West Valley Staffing Group](http://westvalleystaffinggroup.com) is a staffing agency that recruits in engineering and technical disciplines

Research associate is a common job title for someone hired to do laboratory work. Bioscience and Biopharma companies also hire **bioprocess manufacturing technicians, quality and manufacturing associates**, and **assistant clinical research coordinators**.

STAFFING AGENCIES:

Staffing agencies offer opportunities as recruiters and account managers as well as contract positions working in accounting and finance, technology and IT, office and administrative, and creative and marketing areas. Start by taking a look at these agencies:

Robert Half: www.roberthalf.com [Hire Staff & Find a Job | Robert Half](http://www.roberthalf.com) lists a variety of administrative & project-based financial positions as well as legal, technology and creative possibilities.

Aerotek: www.aerotek.com recruits for technical and administrative positions

AppleOne: www.appleone.com matches job seekers to administrative positions

Randstad USA [Temp & Staffing Agency for Job Seekers & Employers | Randstad USA](http://www.randstadusa.com)

TECHNOLOGY – The SF Bay Area is home to numerous start-ups and large scale software, hardware, cloud, artificial intelligence and Internet companies including social media and creative enterprises. If you have coding or other technical skills, try one of the following websites: [Ihiretechnology.com](http://ihiretechnology.com) [Job Search, Career Advice & Hiring Resources | ihireTechnology](http://ihiretechnology.com); www.crunchboard.com [Tech, Startup and Engineering Jobs - Crunchboard Job Board](http://www.crunchboard.com) and <https://www.dice.com> [Find Jobs in Tech | Dice.com | Find Jobs in Tech](https://www.dice.com)

If your major was not computer related, aim for roles such as **user experience designer, content creator, user experience researcher, marketing representative, client services representative, product designer associate, supply chain associate, business development associate or project coordinator**.

PUBLIC EMPLOYMENT (City, County, etc)

Public services such as social services, health including public health, fire and safety, courts and legal processes, parks and recreation are usually provided by counties and cities.

www.calopps.org and www.governmentjobs.com are good websites for searching possibilities.

STATE GOVERNMENT:

It is advisable to regularly check the California State Personnel Board website [CalCareers](https://www.calcareers.ca.gov) <https://www.calcareers.ca.gov> where you can file online and take online exams for various positions. It is also wise to check by department. Listed below are a few departments. Here are a few examples of entry career possibilities.

The State of **California Public Utilities Commission** hires those with college degrees and courses in economics, public policy, or a closely related field as **Public Utilities Regulatory Analyst 1**. Check the website at www.cpuc.ca.gov . Click on “Careers” at the bottom of the website. Follow the process. Create a Cal Career account with State of California Department of Human Resources from the link on the site. Sign up to take the exam and look for openings once you are notified that you have passed the exam.

The **State Franchise Tax Board** has continuous filing for **Compliance Representatives and Tax Program Technicians** The online exams can be accessed at the website www.ftb.ca.gov by selecting “Careers,” at the bottom of the home page and then “Exams.”

An open exam for those wishing to work with the **Employment Development Department** is **Employment Program Representative**.

FEDERAL GOVERNMENT:

The official job site for employment with the federal government is www.usajobs.gov. The Federal Government is interested in hiring recent graduates so select “Students and Recent Grads” under “Hiring Paths” to see the Pathways Program. Open positions for recent graduates may include titles such as **Social Services Assistant, Management and Program Analysis, Information Technology Specialist, Contract Specialist** and **Engineering Technician**. You will need to create a profile on the site if you wish to pursue any opportunities.

The **Department of Homeland Security** offers a wide variety of opportunities through the **Pathways Program** for recent college grads and graduate students, including entry-level positions and paid internships. Go to [Homeland Security Careers | Homeland Security \(dhs.gov\)](http://Homeland Security Careers | Homeland Security (dhs.gov)) and select “Careers” under “About Us” and then “Recent Graduates”

The **IRS** hires college graduates for positions in Research & Analysis, IT, Tax Law, and many other fields. Go to www.jobs.irs.gov and select “Click here to learn more”.

U.S. Postal Inspection Service is a quasi-government function that hires for positions in accounting and finance, corporate communications, human resources, information technology and inspection services. Go to Careers - About.usps.com/careers for information.

Foreign Service Officer is one career path working for the U.S. Dept. of State. [Local Employment in U.S. Embassies and Consulates - Careers \(state.gov\)](http://Local Employment in U.S. Embassies and Consulates - Careers (state.gov)). Go to careers.state.gov. Select “about” and then “opportunities”. Other possibilities are working for **USAID.gov, USDA.gov, Trade.gov** and **Travel.state.gov**.

SELECTED WEBSITES:

Glassdoor Job Search | Find the job that fits your life <https://www.glassdoor.com> features company reviews as well as a search feature.

www.vault.com gives snapshot information about companies, internships and jobs
Job Search, Companies Hiring Near Me, and Advice | The Muse <https://www.themuse.com> gives an insider look at opportunities at selected companies

www.craigslist.org is a generally good site for local employment.

Jobs & Internships for College Students and Recent Grads | WayUp <https://www.wayup.com> is a site specifically for students and recent college grads

www.aftercollege.com lists entry level jobs and internships all over the country

www.collegerecruiter.com features internships & entry level jobs for recent grads

Jobs | Jobs2Careers is a national recruiting network www.jobs2careers.com

Indeed.com Job Search | Indeed is another large national job listing site www.indeed.com
Guru.com lists freelance jobs. Those interested send a quote to get hired.

Find Freelance Projects and Jobs on Guru - Work Your Way

Built in SF www.builtinsf.com – jobs in startups and technology