

SOME PLACES TO TAKE YOUR NEW COLLEGE DEGREE

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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, Organizational 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. And 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, Health Services Manager, 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> 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 jobs.hilton.com](#) and Hyatt), [Hyatt - 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.

LEGAL WORLD

Look for opportunities in corporate **legal departments; probate departments** in banks and other fiduciary organizations; real estate offices and other **businesses who regularly write contracts; regulatory agencies;** organizations serving under-represented or under-served individuals; and with attorneys with **specialties such as immigration or family law.** Possible job titles are **policy analyst, insurance claims adjustor, immigration caseworker, contract administrator, regulatory affairs associate** and **legal assistant.**

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** **[Work for Good – The go-to source for finding purpose-driven nonprofit jobs.](#)** or **www.craigslist.org** for local opportunities. **www.idealists.org** is another good site.

Useful tools for researching local nonprofits by specialty (youth, seniors, health, etc) are **[211 Contra Costa | Contra Costa County, CA Official Website](#)** for Contra Costa County. **[2-1-1 Alameda County - Eden I&R, Inc.](#)** for Alameda County listings and **[211 San Francisco County Information & Referral Services \(211bayarea.org\)](#)** for San Francisco. Try **<https://www.ihiresocialservices.com>** and **www.socialservicestaffing.com**

RETAIL SALES 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.

Hertz has openings for manager trainees. **[Hertz Careers.](#)** **Enterprise Rent-A-Car** at **www.erac.com** is another potential employer that looks for college graduates. **Verizon Retail [Retail Jobs and Career Opportunities | Verizon Careers](#)** has paths for college graduates. **AT&T [Technology Programs and Internships](#)** has a section for early careers on its website. It is especially interested in those pursuing technology

SALES in general:

Companies both large and small look for graduates to fill roles such as **Sales Development Representatives, Inside Sales Reps, Outside Sales Reps, Business to Business (B2B) Reps, Financial Service Sales Agents, and Recruiters.**

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](#) 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 | [Job Search: Find Your Next Role | Robert Half Hire Staff & Find a Job | Robert Half](#) 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](#)

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: lhiretechnology.com [Job Search, Career Advice & Hiring Resources |](#)

[iHireTechnology](http://www.crunchboard.com); www.crunchboard.com [Tech, Startup and Engineering Jobs - Crunchboard Job Board](#) and <https://www.dice.com> [Find Jobs in Tech | Dice.com | Find Jobs in Tech](#)

If your major was not computer related, aim for roles such as **user experience researcher or designer, content creator, recruiter, 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](http://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 **Consumer Affairs Representative**. 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 **Program Specialist I** and **Tax Auditor**. The online exams with self-assessment questionnaires can be accessed at the website www.ftb.ca.gov.

An open exam for those wishing to work with the **Employment Development Department** is **Employment Program Representative**. [Job Posting](#)

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 **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”.

Foreign Service Officer is one career path working for the U.S. Dept. of State [Work on Economic Policies that Impact American Lives - Careers](#). 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:

<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.linkedin.com - build your profile and hit “jobs”, look for connections, post articles, etc.
www.collegegrad.com entry level job openings plus expert advice
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
Built in SF www.builtinsf.com – jobs in startups and technology
www.ed-join.org and www.k12jobspot.com -job postings in education
www.hospitalityonline.com and www.hcareers.com for hospitality jobs