

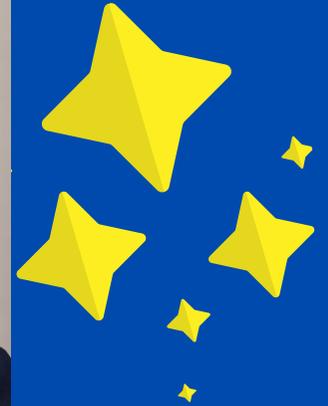
# CLASSIFIED SPOTLIGHT

Name: Alicia Lopez

Department: Transfer, Career & Evaluations (TCE)

Position: Senior Student Services Assistant, Career Center

Email: [alopez006@sdccd.edu](mailto:alopez006@sdccd.edu)



## **What does your department do?**

The TCE services we provide encompass all aspects of students' educational journey. Within Career Center, we support students with major and career exploration as well as job preparation. Our goal is to empower students with the tools to define and execute a career plan. In the Transfer Center, we support students with exploring four year universities and provide many resources to support the transfer process. The Evaluations Office supports students with providing many resources on various processes related to evaluation policies and procedures. These processes relate to the attainment of degrees and certifications.

## **What do you do?**

I provide career support to incoming, current, and alumni students including community members who inquire about future partnerships. I wear many hats in my role. My role consists of different and connected parts. There are a variety of career tools offered through our services, and I connect students to those tools or services. I am heavily involved in any career programming and work closely with my Supervisor, Career Counselors, Career Peer Ambassadors, TCE Team, and Work-Based Learning Team. I establish relationships with employers, manage the online job board, and coordinate planning of our job fairs. I also collaborate with other student service offices and faculty to present to student groups regarding career services. In addition, I schedule appointments, manage correspondence, track career data, produce reports, and provide general administrative support. Lastly, I now coordinate the Career Peer Ambassador Program.

## **Common issues you help students/staff with?**

Students and Staff come to me for support on issues with access to career resources such as appointment scheduling or accessing our online career tools.

## **What do you like best about your job?**

The best part about my job is serving students. I love being part of their educational journey. I also enjoy the amazing connections I've created with colleagues within several student service areas and academic departments. Everyone is there for one another.

## **Fun Facts:**

My favorite food is Chinese food, specifically chicken chow mein and chicken chop suey.

