

# PPSC Student Job Board Guide

Powered by *Handshake*



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# Signing in

Handshake Link: [Handshake \(joinhandshake.com\)](https://joinhandshake.com)

## New to Handshake?

Under the Students & Alumni section select “Pikes Peak Community College”

Click on SSO Login

Type in your S# and Portal Password

Verify your account

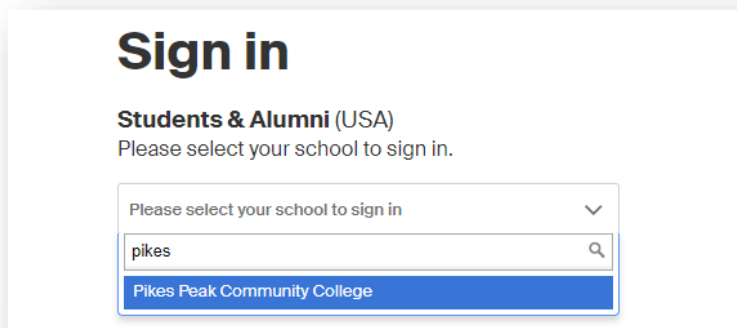
## Returning User?

Under the Students & Alumni section select “Pikes Peak Community College”

Click on SSO Login

Type in your S# and Portal Password

**Questions? Contact Career Services at 719-502-2360**



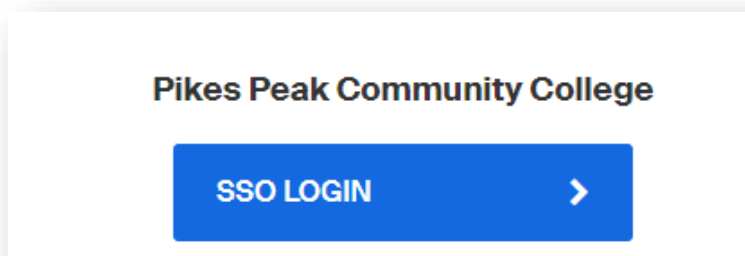
**Sign in**

**Students & Alumni (USA)**  
Please select your school to sign in.

Please select your school to sign in

pikes

Pikes Peak Community College



**Pikes Peak Community College**

**SSO LOGIN** >

## Job Preferences

# Welcome to Handshake, Andrea

Join 9+ million students and kickstart your career.

Studying at **Pikes Peak Community College** and graduating **Add Your Graduation Date**

I agree to receive marketing messages, including promotions and special offers from Handshake


I agree to the [Terms of Service](#) and [Privacy Policy](#)

**Get Started**

By activating your account, you acknowledge that you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.

Choose which profile visibility you prefer

- Community, Employers, or Private



Get the most out of Handshake by updating your profile visibility

**Community**  Employers  Private

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from Handshake or your school

Your profile will be visible to employers, students, and alumni across all Handshake, including other education institutions.

**Done**

Pronouns- Optional

### Share a few details to get started.

**Pronouns**

Sharing pronouns is optional. Pronouns help everyone on Handshake address each other in an inclusive, respectful way. You can make changes to pronouns and visibility from your profile.

**Continue**

Demographic information: Optional

## Demographic information

Sharing demographic information is optional. Demographic data can help your future employer build and maintain a diverse and inclusive environment. [Learn more](#)

 Demographic information is not visible on your profile.

### Gender

### Race and ethnicity

[Continue](#)

**Note: Your responses to the following questions will determine which jobs will be promoted on your homepage. Your preferences can be updated at any time.**

Work location preferences: Optional

### Where else would you like to work?

Cities popular at Pikes Peak Community College

- New York, NY +
- Los Angeles, CA +
- Chicago, IL +
- Washington, DC +
- San Francisco, CA +
- Boston, MA +
- Philadelphia, PA +
- Seattle, WA +
- Dallas, TX +
- Phoenix, AZ +
- Atlanta, GA +
- Houston, TX +
- Miami, FL +
- Denver, CO +
- Minneapolis, MN +
- Colorado Springs, CO x

[Continue](#)

Preferences section: Optional

## You're one step closer to your next job.

Answer a few short questions to see relevant opportunities.

What are you looking for?

Full-Time Job +

Internship +

Part-Time +

On-Campus Job +

Not sure yet

Continue

Industry preferences: Optional

Which industries are on your radar?

Type or select any field

Popular

Advertising, PR & Marketing +

Healthcare x

Movies, TV, Music +

Investment Banking +

Investment / Portfolio Management +

Management Consulting +

Journalism, Media & Publishing +

International Affairs +

Government - Local, State & Federal +

Non-Profit - Other +

Politics +

Human Resources +

Sports & Leisure +

Accounting +

Internet & Software +

Continue

## Employer personalities: Optional

### Choose up to five qualities you're looking for in an employer.

Your selections will help us give you better recommendations

#### Company Culture

Mission Driven +

Friendly +

Fun +

Collaborative +

Flexible Work Environment +

High-Performance +

Values Feedback +

Supportive +

Inspiring Leadership +

Socially Responsible +

#### Types of Employers

Startup +

High Growth +

Established +

Well-Known +

Innovative +

Non-Profit +

Small Company +

Mid-Size Company +

Large Company +

#### Company Supports

Black / African Americans +

Native Americans +

Native Hawaiians / Pacific Islanders +

Parents +

People with Disabilities +

Women +

Latinx +

Asians +

LGBTQA +

Veterans / Military +

People of Different Religions +

Continue

Job type: Optional

### What types of jobs will you be searching for?

#### Popular on Handshake

- Accountant +
- Business Analyst +
- Data Scientist +
- Financial Engineer +
- Graphic Designer +
- Human Resources Generalist +
- Investment Banker +
- Marketing Specialist +
- Mechanical Engineer +
- Paralegal +
- Pharmacist +
- Product Manager +
- Public Relations Manager +
- Software Engineer +
- Special Education Teacher +
- Supply Chain Manager +
- Not sure

Continue

Skills: Optional

## Add your background to help employers find you.

Employers reach out to students based on their Handshake profiles.

### What skills will you bring to your next job?

#### Common skills for students on Handshake

- Communication +
- Spanish +
- Data Structures +
- Dreamweaver +
- HTML +
- Typing +
- Illustration +
- Organization +
- Java +
- Liaison +
- Computer Platforms +
- Microsoft Office +
- Operations +
- Adobe Photoshop +
- Python +
- Not sure

Continue



## Relevant coursework: Optional

**What relevant courses have you taken?**

**Popular courses at Pikes Peak Community College**

Financial Accounting + Linear Algebra + Managerial Accounting + Computer Science + Multivariable Calculus +

Data Structures + Operating Systems + Data Structures And Algorithms + Microeconomics + Statistics +

**Continue**

## GPA: Optional

**Make your GPA visible to employers.**

Share your GPA to increase interest from employers

Your GPA will not be shared with other students.

**Cumulative GPA**

**Make Visible** Skip

## Club Affiliation: Optional

**Are you in any clubs or organizations?**

**Popular organizations at Pikes Peak Community College**

Women in Business + Christian Fellowship + Undergraduate Student Government + Black Student Alliance +

Gay-Straight Alliance (GSA) + Latino Student Association (LSA) + Dance Marathon + Mock Trial +

National Honors Society + A cappella + Pre-Business Association + Asian American Students Association (AASA) +

International Association of Marketing Students (DECA) + Volunteering + Media Entrepreneurship and Innovation Group +

None yet

**Continue**

## Volunteer History: Optional

### Where have you worked or volunteered?

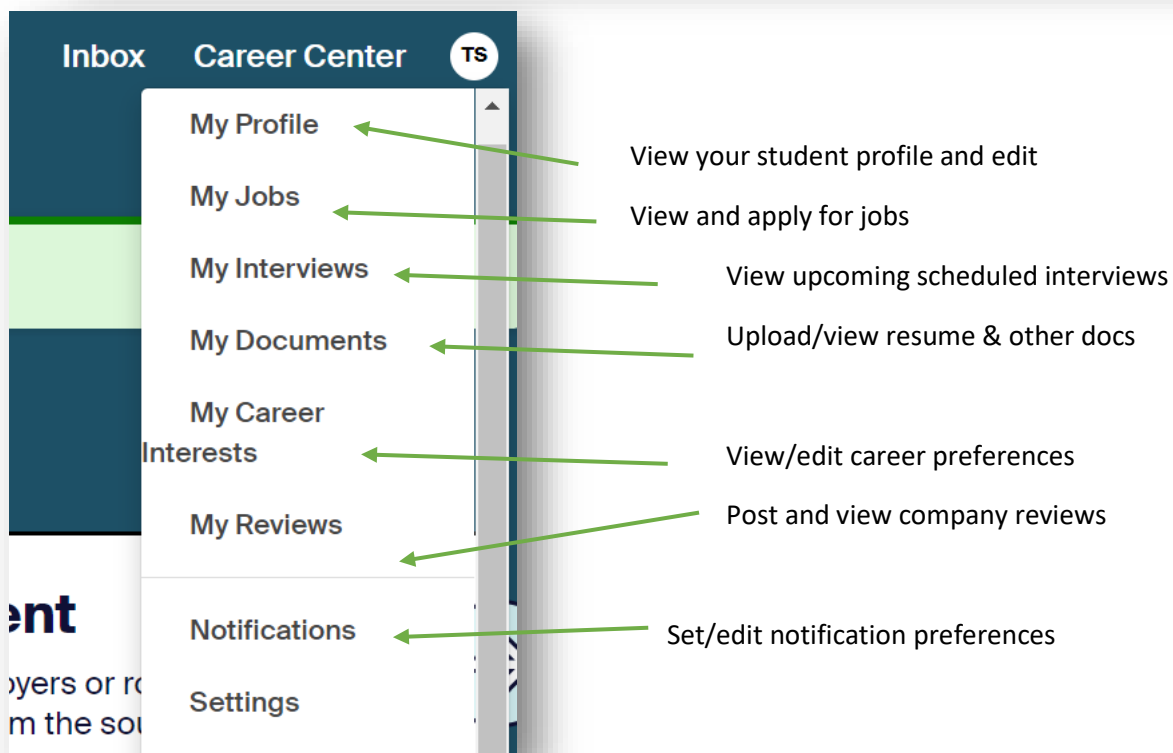
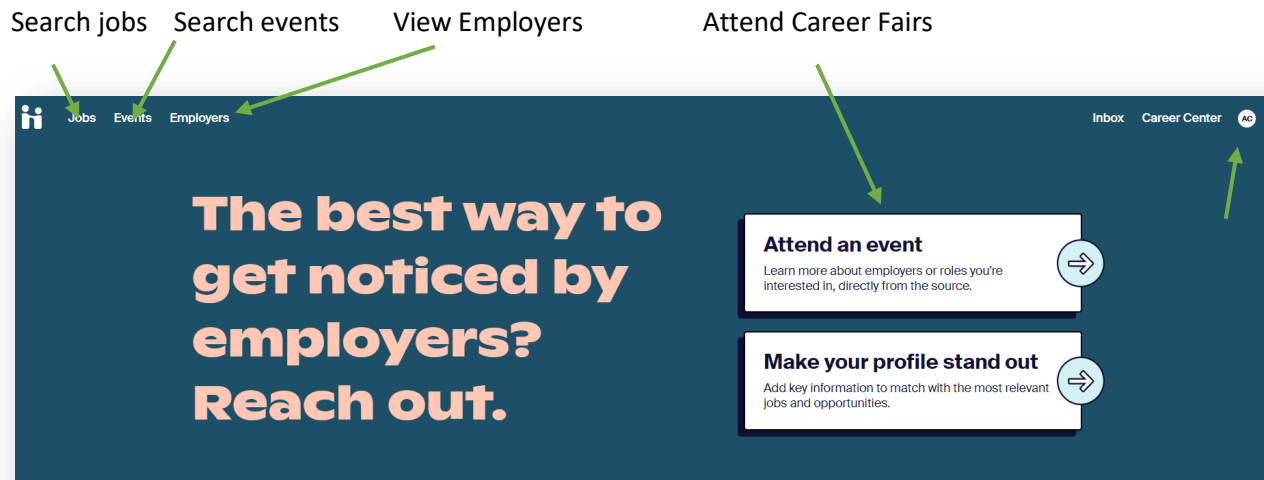
Type or select any employer

- Macy's, Inc. +
- Kennedy Krieger Institute +
- Sodexo +
- U.S. Army +
- Toys "R" Us, Inc. +
- Deloitte +
- N/A +
- Sodexo - WI +
- Care.com +
- The Odyssey +
- Goldman Sachs +
- UPS (United Parcel Service) +
- The Walt Disney Company +
- PNC Financial Services +
- Kroger (34433) +
- None yet

Submit

# Homepage

On the Handshake homepage you will find a link to jobs, events, employers, inbox, Career Center, and profile.



# My Profile

Fill out your profile! Showcase your education and skills to employers!

- Journey (Optional)
- Education
- Work & Volunteer Experience (Optional)
- Organizations & Extracurriculars (Optional)
- Make your profile public (Optional)

Note: Sections can be edited/updated

**My Journey**  
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?  
Type your introduction...

**Education**  
Pikes Peak Community College primary education  
Add School

**Work & Volunteer Experience**  
Where is somewhere you have worked or volunteered?  
Company name...

**Organizations & Extracurriculars**  
What is an organization you have been involved with?  
Organization name...

Your profile is 15% complete  
Add Primary Education  
Add Work Experiences  
Add Organizations

**Your profile is hidden from employers**  
By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities.  
Make Profile Public to Employers  
This can be changed anytime in settings.

## My Jobs

View applications and view application status updates


1-2 of 2 applications Default

**A** **Administrative Assistant-Career Services-Centennial Campus-Summer 2022-Work-Study**  
Andrea's Test Company  
i Status: Pending  
✓ Applied Jun 23

**P** **Test Job**  
Pikes Peak Community College  
i Status: Pending  
✓ Applied Jun 22

## My Interviews

View your upcoming virtual and On-Campus Interviews.

 [Jobs](#) [Events](#) [Employers](#)

[Virtual Interviews](#) [On-Campus Interviews](#)

# My Interviews

You have no upcoming interviews

## My Documents

Upload your resume to Handshake!  
Have your resume viewable on your profile for employers (Optional)

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

Name	On Profile	Date Added
<a href="#">Test resume.docx</a>	<span>Visible</span>	June 22nd 2022

# My Career Interests

Update your career interest selections in this section.

Note: Your selections will tailor your suggested jobs.

Your Career Interests

Handshake wants to help you find the career and job that's right for you.  
Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.

What type of job are you looking for?  
*Please select all that apply*

- Full-Time Job
- Internship
- Part-Time
- On-Campus Job

How can Handshake help you?  
*Please select all that apply*

- I want a job
- I want an internship
- I'm interested in grad school
- I want to find out about career center events (fairs, info sessions, appointments)
- I want to build my network
- I'm not sure / just checking it out

What options are you considering after graduation?  
*Please select all that apply*

- Working
- Graduate School
- Gap Year
- Military Service
- Volunteering
- Fellowship
- Not sure


[Save My Career Interests](#)

# My Reviews

Do you love your job? Write a review here.

My Reviews

You haven't written any company reviews



Write a review of companies you've worked for to help other students learn from your experience

[Write a review](#)

**Privacy Reminder**

Your published reviews will not be visible to employers or students as a part of your profile.

Anyone using Handshake will be able to see reviews on the employer's profile unless the review is private.

Your published reviews can show up without your name or school in Google searches (and other search engines). The information that will be shared is your school year and most recent work experience.

# Notifications

Update/set your notification preferences here.

Notification Preferences

Account Information

**Notification Preferences**

### Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification	Push (Mobile)
Information and updates to help me get the most out of Handshake	✓	✗	✗
Marketing messages including promotions and special offers from Handshake	✓	✓	✗
An employer associated with an application I've submitted has been removed for a violation of our Terms of Service	✓	✓	✗

Events	Email	Notification	Push (Mobile)
An event that I joined is updated			✗
I am moved off of the waitlist and registered to attend an event	✓	✗	✓
I am invited to an event		✓	✗
Employer is hosting an info session	✓		✗
Upcoming events I've joined	✓	✓	✓

# Jobs Tab

View and apply for jobs on campus and in the community!

**Note: To search for on-campus jobs click on the "on-campus" filter.**

The screenshot shows the Handshake interface with the 'Jobs' tab selected. A green arrow points to the 'On-campus' filter button in the search filters section. The search results show 12 jobs found, with the top result being 'Enrollment Services Assistant- Centennial Campus-Summer 2022-Work-Study'.

Jobs Events Employers

Jobs Saved

Search [Location] [Full-time job] [Internship] [Part-time] **On-campus** [All filters - 1]

12 jobs found [Relevance]

**Don't miss out!**  
New jobs are getting added all the time.  
[Save your search](#) and be the first to know.

**Fresh** Part-time - On-campus  
**Enrollment Services Assistant- Centennial Campus-Summer...**  
PPCC: Admissions, Recruitment, ...  
Colorado Springs, CO

**Fresh** Part-time - On-campus  
**Administrative Assistant - Fitness Center-CC- Fall...**  
PPCC: Student Life  
Colorado Springs, CO

**Fresh**  
Part-Time - On Campus Student Employment  
**Enrollment Services Assistant- Centennial Campus-Summer 2022-Work-Study**  
PPCC: Admissions, Recruitment, and Enrollment Services  
Colorado Springs, CO

**About the role**

Application deadline	Posted date	Estimated salary
July 1, 2022 5:00 PM	June 27, 2022	\$14.00 Per hour
Company division	Work study	
Enrollment Services	Eligible students only	

# Employers

Want to work for a specific employer? Search employers and select the “Follow” icon to follow for job opportunities and events by the company.

The screenshot displays a search interface for employers. On the left, a 'Filters' sidebar includes sections for 'Employers you follow', 'Search' (with a search bar containing 'Pikes Peak Community College'), 'Location' (with a search bar 'Enter a location...'), 'Categories' (with a checkbox for 'Employers with Reviews'), and 'Employer Size' (with a '+ Add Employer Size' button and a partially visible checkbox for '1 - 10'). The main content area shows '1-2 of 2 employers'. The first employer is 'Pikes Peak Community College', marked as 'Following', with a location in Colorado Springs and 100-250 employees. The second employer is 'Quad Innovation Alliance', marked as 'Follow', with a location in Colorado Springs and 1-10 employees. A pagination control at the bottom shows '1/1' with navigation arrows.



## Contacts

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Website:  
<https://www.ppcc.edu/career-retention-services>

