



# KANSAS WORKS

WORKFORCE CENTERS OF  
SOUTH CENTRAL KANSAS

### Wichita Workforce Center

2021 North Amidon #1100  
Wichita, KS 67203  
316.771.6800

Mon. - Thurs. 7:00 A.M. - 6:00 P.M.  
Friday 9:00 A.M. - 12:00 P.M.

### Butler Workforce Center

524 N. Main  
El Dorado, KS 67042  
316.321.2350

Mon. - Thurs. 7:00 A.M. - 6:00 P.M.  
Virtual Services Friday 9:00 A.M. - 12:00 P.M.

### Cowley Workforce Center

221 W. Chestnut,  
Arkansas City, KS 67005  
620.441.5313

Mon. - Thurs. 7:00 A.M. - 6:00 P.M.  
Virtual Services Friday 9:00 A.M. - 12:00 P.M.

### Sumner Workforce Center

215 S. Washington  
Wellington, KS 67152  
620.326.2659

Mon. - Thurs. 7:00 A.M. - 6:00 P.M.  
Virtual Services Friday 9:00 A.M. - 12:00 P.M.



[www.workforce-ks.com](http://www.workforce-ks.com)

# KANSAS WORKS WORKFORCE CENTER WICHITA

## Career Center Services



Wichita • Butler • Cowley • Sumner  
• Harper • Kingman



## On-site Job Fairs

- Online and in-person advertising to candidates
- Office space for interviewing
- Staff assistance
- Business Services Representatives can recruit, screen, and make referrals while employers interview and hire candidates

## Veteran Services

Workforce Center Staff can provide information for services including employment programs, training opportunities, veterans priority, and eligibility requirements.

**VETERANS  
PREFERENCE**

## Job Search Assistance & Skills Building

Job seekers can access the following resources to identify and track employment related goals

- Access to computers, internet, telephone
- Free printing/copying for job-search related activities
- Labor market information
- Resume assistance, one-on-one job search and interview coaching

**“Growing the regional economy through a skilled workforce”**

## Assessment Tools

Specially designed assessment tools help focus job search efforts and highlight:

- Employment-related interests
- Current job skills
- Skills required for career advancement such as the WorkKeys assessment

## In-Person Workshops

### Job Search Success

- Online Applications 101
- Resume Writing using Chat GPT

### Computer Skills Series

- Basic Computers 101
- E-mailing, Downloading/Uploading
- Navigating Windows & the Internet

### Microsoft Office

- Intro to Word
- Intro to Excel

### Digital Skills

- Google Career Certificates
- IBM Skills Build
- North Star Digital Literacy

Potential funding for internet service through the Affordable Connectivity Program can be found at [www.getinternet.gov](http://www.getinternet.gov)

**For more information or to register for a workshop visit**

<https://workforce-ks.com/workshopsassessments/workshops/>



Equal Opportunity Employer/Program – Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Workforce Centers at 316-771-6800, TDD: 711 or 1-800-766-3777, ([admin@workforce-ks.com](mailto:admin@workforce-ks.com)).