

SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

Career Services

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Affairs

Question 3. *

Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Kim Wilson

Question 4. *

Contact Email

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

Kwilson2@uw.edu

Question 5. *

Contact Phone

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

425.352.5306

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. **IMPORTANT: This person will also be listed as the budget owner.**

Emily Christian, Student Affairs

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

emilyc24@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

Functioning as career consultants, Career Services staff support for all UW Bothell students through stages of career exploration and job search. Services include career advising and coaching, to help students **EXPLORE** career opportunities, **BUILD** job search skills, and **CONNECT** with the employment community. Funding for the 2017-18 academic year is requested to sustain existing services and opportunities for all students (undergraduate and graduate) to enhance their learning by preparing for job, internship and graduate school opportunities, and by connecting with employers on- and off-campus.

In support of the 21st Century Campus Initiative, Career Services plays a key role in:

- Growth – As UW Bothell grows, Career Services continues to customize our programs and services for our changing student body. Examples include workshops that have seen a 37% attendee increase, targeted student-employer networking events, a 36% increase in students attending the fall Career Fair than last year, and graduate student programming.
- Diversity – Career Services is committed to enriching the student experience by providing inclusive opportunities for students through a variety of educational programs and employers and alumni connections. Greater website resources were developed this year for students with disabilities, undocumented students, international students, LGBTQ and veterans.
- Student-Centered – Our focus is to contribute to the personal and professional development of students through offering on campus student peer advising opportunities, building career resources into the curriculum and providing experiential connections with the employment community to compliment academic success.
- Community - Our external efforts through employer relations deepen community engagement and growth of enriching partnerships. New Premier Employer Partners for 2016 – 2017 are Northwestern Mutual, WSECU, and Enterprise. Microsoft attended their first UW Bothell Career Fair at UWB and T-Mobile has launched their cybersecurity/Co-op Internship program on campus.
- Innovation – We continually reinvent programming and services according to student need and access, including efforts this past year to provide virtual content, on-line resume reviews, skype mock interviews and a soon to launch chat function.

The majority of the funding requested in this proposal is for student employees namely the Assistant Career Advisors, Student Outreach Coordinator and Graduate Program Assistants. This request supports the 21st Century Campus Initiative, and growth of our student body providing on campus opportunities for students and meeting increased demand for career services. In addition, the resources requested will enhance our commitment and restructured programming support of the campus 3C's: Cross-disciplinary practices, Connected Learning & Scholarship, and Community Engagement.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

This request primarily reflects the human resources we need to provide service and programming delivery direct to students.

The Assistant Career Advisor (ACA) serves as a primary contact for students using Career Services by providing career advising, conducting a majority of the resume, cover letter, LinkedIn review and practice interview appointments and assisting with program planning, implementation and delivery and

The Student Outreach Coordinator (SOC) for Clubs & Organizations will assist in building out our Student Organization Program with employers. This includes facilitating and arranging employer sponsored meetings, career chats, and panels and providing support for signature events such as career fairs, networking nights, and on-campus recruiting to give students as many touch-points with employers as possible.

The Graduate Program Assistant (GPA) advises both students applying for graduate school as well as graduate students in advanced career pathways that align with their education. The SAF funding for this position last year has resulted in 60 students attended workshops and seminars targeted for students pursuing graduate degrees and graduate students, online short video presentations were produced on career topics such as portfolios and interviewing, walk in evening hours expanded and a Saturday intensive Professional Development Seminar Series developed for February.

Question 10. *

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

Assistant Career Advisor (ACA) – Previously Funded
Student Outreach Coordinator (SOC) for Clubs & Organizations – New Request
Part-Time Graduate Program Assistant (GPA) – Previously Funded
Programming funding for Etiquette Dinner – Previously Funded

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

In 2015-2016, Career Services saw a total of 1,873 student appointments. 60% of those appointments were with our Assistant Career Advisors. 41% of clients utilized 1:1 advising more

than once. Student participation and attendance in employer events, classroom presentations, workshops, on campus interviews and programming totaled 5,929 over the past year.

Career Services provides programming, services, and resources to ALL UW Bothell graduate and undergraduate students from all Schools and programs. With the addition of the Graduate Program Assistants (GPA), access and service to graduate students will continue to increase.

In addition we have growing partnerships with staff and faculty through curriculum integration and other opportunities. Our large scale events such as Career Fairs have been coordinated in partnership with Advancement and the Schools. Lastly, outside employers have partnered with us to recruit interns and full-time staff through structured hiring processes.

Lastly, we have made a dedicated effort this year to make accessible resources for students who may not have the ability to utilize our services during the day or come into the office. Online career content videos and presentations, on-line resume reviews, skype mock interviews and a soon to be launched chat feature enable us to reach more students.

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Career Services is committed to continuous quality improvement. Quantitative and qualitative data is collected yearly by Institutional Research during a survey of current and graduating students (<http://www.uwb.edu/academic/analysis/surveys/graduation-survey>); employers are surveyed following participation in events or activities and evaluation forms are passed out to attendees of workshops. Quantitative data (number of students utilizing services, attending activities, etc.) is collected throughout the year at events and through our online appointment scheduler. Survey results and quantitative data are used to determine future programming.

Evaluation of the student work experience is conducted through regular staff meetings, one on one supervision and exit interviews when students leave their position.

Question 13.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

In developing this proposal we were mindful of good stewardship of student funds. We adjusted our budget from last year in several ways:

1. Requesting hours for student employees that accurately reflect the current staffing.
2. This request does not include the Marketing Assistant we were granted last year. We have rolled that resource into a centralized request with the Division of Student Affairs for marketing support.
3. We adjusted this budget request and hours to include our new request for a Student Outreach Coordinator, while not asking for more funding from SAF than we were awarded last year. An area of student need, growth and opportunity for us is next year is greater collaboration and support of professional student clubs and organizations to connect with employers. Currently we have partnered with the student chapters of the Society for Human Resources Management, Beta Alpha Psi, Delta Sigma Pi, Financial Management Association, IEEE, the Law Society, SVA, Sustainability Organization, and Women in Business to provide targeted programming. We would like to expand these offerings to build capacity to bring Career to where students are, build connections and relevance in professional development. In addition we also provide professional development trainings for student leaders across the Division of Student Affairs. We believe this request will truly enable us to expand outreach to student organizations, increasing employer engagement and provide assistance to clubs and organizations interested in building their engagement with employers.

Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

4 Assistant Career Advisors - The Assistant Career Advisor (ACA) serves as a primary contact for students using Career Services by providing career advising to UW Bothell peers and assisting with program planning, marketing and implementation.

Summer & Training – 48 hours x 12 weeks at \$15 (with 17.9% benefits) = \$10,187

Fall, Winter & Spring - 56 hours x 40 weeks at \$15 (with 17.9% benefits) = \$39,614

1 Student Outreach Coordinator - The Student Outreach Coordinator (SOC) will assist in building out our Student Organization Program with employers. This includes facilitating and arranging employer sponsored meetings, career chats, and panels and providing support for signature events such as career fairs, networking nights, and on-campus recruiting to give students as many touch-points with employers as possible.

Summer & Training – 12 hours x 12 weeks at \$15 (with 17.9% benefits) = \$2,547

Fall, Winter & Spring – 12 hours x 40 weeks at \$15 (with 17.9% benefits) = \$8,489

2 Part-Time Graduate Program Assistants- The Graduate Program Assistant (GPA) advises both students applying for graduate school as well as graduate students in advanced career pathways that align with their education.

Summer & Training – 24 hours x 12 weeks at \$17 (with 37.9% benefits) = \$6,752

Fall, Winter & Spring – 24 hours x 40 weeks at \$17 (with 37.9% benefits) = \$22,505

Description	Was Item Request Funded in 2016-17?	Amount	Benefit Load Rate	Fringe Benefits Amount	Total Funding Request
4 Assistant Career Advisers Summer & Training 48 hours x 12 weeks x \$15	yes	8,640	17.9%	\$ 1,547	\$ 10,187
4 Assistant Career Advisers Fall, Winter & Spring 56 hours x 40 weeks x \$15	yes	33,600	17.9%	6,014	39,614
1 Student Outreach Coordinator Summer & Training 12 hours x 12 weeks x \$15	no	2,160	17.9%	387	2,547
1 Student Outreach Coordinator Fall, Winter & Spring 12 hours x 40 weeks x \$15	no	7,200	17.9%	1,289	8,489
2 Part-Time Graduate Program Assistant Summer & Training 24 hours x 12 weeks x \$17	yes	4,896	37.9%	1,856	6,752
2 Part-Time Graduate Program Assistant Fall, Winter & Spring 24 hours x 40 weeks x \$17	yes	16,320	37.9%	6,185	22,505

This request includes a new position for a Student Outreach Coordinator for Clubs & Organizations will assist in building out our Student Organization Program with employers. The position will work with the

Employer Relations Manager and Director of Career Services to increase connections between student organizations and employers. This includes facilitating and arranging employer sponsored meetings, career chats, and panels. The Student Outreach Coordinator will provide support for Career Services signature events such as career fairs, networking nights, etc. and on-campus recruiting to give students as many touch-points with employers as possible. It is in response to the increased need of programming to meet the degree growth campus wide.

The Assistant Career Advisors and Graduate Program Assistant hours take into account extended Tuesday and Wednesday hours, evening programming for graduate students and appointment demand. As the enrollment in summer quarter has increased and career services participation in orientation activities has grown significantly, we are requesting continued funding for summer support to help with the increased demand for services during the summer.

Question 15.

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

We are requesting programming funding to help support, and offset the student cost of the Etiquette Dinner. This year's Etiquette Dinner has an estimated budget of \$2800 for food, service and facility. We were fortunate to obtain employer sponsorship of \$1000 for part of the dinner. We are requesting \$1,400 from SAF for this event so that we are able to offer student tickets at as low of a rate as possible. This year, we are offering tickets at \$5/student to offset the dinner costs.

Etiquette Dinner	yes	1,400	0.0%	-	1,400
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Question 16.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

NA

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

NA

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

NA

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

NA

Question 20.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

NA

Question 21.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

NA

Question 22.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

NA

Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at \$10 per line per month.

<https://itconnect.uw.edu/service/campus-telephone-services/>

NA

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

NA

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

\$91,493

Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.