

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19399929		Submission date: 1/16/2020 2:19 PM
		Total time: 1 hour, 6 minutes, 25 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Career Services	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Career Services	
<p><i>Question:</i> 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.</p>	Will Radcliffe	
<p><i>Question:</i> 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.</p>	willbr3@uw.edu	
<p><i>Question:</i> 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.</p>	425-352-3632	
<p><i>Question:</i> 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. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes.</p>	Kim Wilson	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	kwilson@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>Career Services staff support all UWB students through career exploration & job search stages. This includes advising to help students EXPLORE career opportunities, BUILD job search skills, & CONNECT with the employment community. Funding for the 2020-21 year is requested to sustain existing services and opportunities for students to enhance their learning by preparing for job, internship & grad school opportunities & by connecting with employers. In support of the 21st Century Campus Initiative, Career Services plays a key role in:</p> <p>GROWTH We customize our services for our changing student body. This includes student-employer events and graduate student programming. We have built out industry-specific programming in our Career Treks for students.</p> <p>DIVERSITY We're committed to enriching the student experience by providing inclusive opportunities for students through a variety of educational programs and external connections. We have collaborated with CIE and Disability</p>	

Resources for Students & Veteran Services to have them join our staff meetings teaching our ACAs how to best serve and support these students. We're collaborating with the Undocumented Program Manager to support undocumented students with finding financial aid, talking with employers about their DACA status, and seeking experiential learning opportunities.

STUDENT CENTERED Our focus is to contribute to the personal & professional development of students through offering on-campus student peer advising opportunities, building career resources into the curriculum & providing experiential connections with the employment community to complement academic success. We continue to change & adapt our programs & services to the needs of students, including career treks, virtual services & drop-in hours.

COMMUNITY Our external efforts through employer relations deepen community engagement & growth of enriching partnerships. Our Premier Employer Partner program includes Alaska Airlines, Enterprise, WSECU & City Year. Our employer events continue to draw new participants (We had 65 employers at the fall career fairs). We consistently bring engaging employers to campus, including Google, Amazon, Microsoft, T-Mobile, etc.

INNOVATION We see technology as a tool to create access & smoother processes for students going through the career development process. Last year we transitioned to a new UW-specific job search database, Handshake; & are using the new retention & scheduling system, EAB.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

- The Assistant Career Advisors (ACA) serve as primary contacts for students using Career Services by providing resume, cover letter, LinkedIn and mock interview appointments. In 2018-2019 our ACAs served students in 721 1:1 advising appointments. This fall they had 481 appointments, an increase of 27% from last year.
- The Student Outreach Coordinator (SOC) for Clubs & Organizations has assisted in building out our Student Organization Program with employers. This includes facilitating and arranging employer sponsored meetings and career chats to give students as many touch-points with employers as possible.
- The programs that Career Services put on to bring students and professionals (which includes potential future employers) together are vital to opening new doors to opportunities for internships and full-time jobs after graduation. Our annual Dining Etiquette Dinner, was attended by 76 students in 2019 and currently planned for February 2020, and our Career Treks. Treks are a chance for students to visit companies and organizations that match with their professional interest areas, to learn more about the day-to-day environment and connect with professionals in that setting. Last year we were able to provide Treks for 93 students interested in BioChem, Tech, Engineering, Aerospace, and Public Service industries. We are planning ones for Media/Marketing/Communications and Engineering industries this spring. We plan to build upon these treks as an opportunity for students to explore careers, learn about specific organizations/employers, network with professionals, and gain insight and advice into the best ways to successfully get internships and jobs as a student and after graduation.

Question:

New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

Assistant Career Advisor (ACA) – Previously Funded
Student Outreach Coordinator (SOC) for Clubs & Organizations – Previously Funded
Programming funding for Etiquette Dinner – Previously Funded

Question:

Strategic Plan/5 Year Goals (500 word limit)
Please describe your strategic plan or description of your key strategic goals over the next five years.

We have developed 3 operations goals going forward:
1. Greater student, employer, and alumni engagement - Create greater connections between alumni, employers, and students through strengthening our partnership with alumni and advancement.
2. School liaisons - Career & Internship Specialists assigned

to schools to develop content-specific programming and services for students by building connections with employers, alumni, and staff/faculty.

3. Increase services and support for diverse populations - Continue to evaluate data and build relations with targeted diverse student populations to assess needs, inform and implement programming.

Question:

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.

Career Services provides programming, services, and resources to ALL UW Bothell graduate and undergraduate students from all Schools and programs.

In 2018-2019, Career Services saw a total of 1,760 students; 62% were with our Assistant Career Advisors. 45% of clients utilized 1:1 advising more than once. A total of 868 students attended our Fall Career Fairs, a 22% increase from the previous year.

We led workshops on resumes, cover letters, job & internship search strategies, networking, interviewing, LinkedIn and salary negotiations and provided 96 class presentations to 2739 students.

In collaboration with the Center for International Education we have created targeted workshops and programming for international students which make up 10% of the UWB student population. Outside employers have partnered with us to recruit interns and full-time staff through structured hiring processes. In the fall a total of 115 students (104 undergraduate and 9 graduate) participated in on-campus interviews.

We have made a greater effort this year to market accessible resources for students who may not have the ability to utilize our services during the day or come into the office. During our presentations, we've highlighted our online career content videos and presentations (which have had 523 views in 1 year), online resume reviews, and phone and video conference appointment options.

Question:

Financial and Operational Health (500 word limit)
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-staff ratios, in-process measures).

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 and student attendees are surveyed following participation in events or activities. Our Future Plans Survey administered spring 2019 to UWB graduates (undergrad only) found:

- 61% of grads participated in at least one high impact practice (capstone, campus employment, CBLR, fieldwork, internship, study abroad, undergraduate research) during their time at UW Bothell
- The five most common industries for grads were:
 1. Health Care, Wellness & Nursing
 2. Engineering & Information Technology
 3. Education & Teaching
 4. Business, Management & Entrepreneurship
 5. Marketing, Media & Communications /Finance, Real Estate & Insurance

LinkedIn lists the top employers of UW Bothell graduates as:

1. Microsoft
2. Boeing
3. University of Washington
4. Amazon
5. T-Mobile
6. Swedish Hospital/Medical Center
7. Providence Regional Medical Center
8. Nordstrom
9. Seattle Children's Hospital
10. Starbucks

Quantitative data (number of students utilizing services, attending activities, etc.) is collected throughout the year at events and through our online appointment scheduling systems. 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:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

N/A

Question:

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).

5 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 – 50 hours x 15 weeks at \$16.39 (with 20.9% benefits) = \$14,862

Fall - 75 hours x 14 weeks at \$16.39 (with 20.9% benefits) = \$20,806

Winter & Spring - 65 hours x 23 weeks at \$17 (with 20.9% benefits) = \$33,090

1 Student Outreach Coordinator - The Student Outreach Coordinator (SOC) will assist in building out our Student Organization Program with employers. This includes arranging career sponsored events with student clubs and organizations on campus, and identity-focused programming in collaboration with the Diversity Center, as well as 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 – 10 hours x 5 weeks at \$16.39 (with 20.9% benefits) = \$991

Fall – 10 hours x 14 weeks at \$16.39 (with 20.9% benefits) = \$2,774

Winter & Spring – 10 hours x 23 weeks at \$17 (with 20.9% benefits) = \$4,727

Career Services SAF Request for 2019-2020

KEY: Description - Was Item Request Funded in 2018-19? - Amount - Benefit Load Rate - Fringe Benefits Amount - Total Funding Request (* "-" signifies break in category)

1 SOC x 10 hrs/wk x 5 wks (Summer/training) x \$16.39 - Yes - \$820 - 20.9% - \$171 - \$991

1 SOC x 10 hrs/wk x 14 wks (Fall) x \$16.39 - Yes - \$2,295 - 20.9% - \$480 - \$2,774

1 SOC x 10 hrs/wk x 23 wks (Winter/Spring) x \$17 - Yes - \$3,910 - 20.9% - \$817 - \$4,727

5 ACAs x 10 hrs/wk x 15 wks (Summer/training) x \$16.39 - Yes - \$12,293 - 20.9% - \$2,569 - \$14,862

5 ACAs x 15 hrs/wk x 14 wks (Fall) x \$16.39 - Yes - \$17,210 - 20.9% - \$3,597 - \$20,806

5 ACAs x 13 hrs/wk x 23 wks (Winter/Spring) x \$17 - Yes - \$27,370 - 20.9% - \$5,720 - \$33,090

The Assistant Career Advisors hours take into account evening programming 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. We have also built in the expected 61 cent raise for 2021, in line with the increase for the campus minimum from 2019-2020 from \$16 to \$16.39 in 2020.

Question:

<p>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.</p>	<p>KEY: Description - Was Item Request Funded in 2018-19? - Amount - Benefit Load Rate - Fringe Benefits Amount - Total Funding Request (** "-" indicates break in category)</p> <p>Programming & Events: Dining Etiquette Dinner - Yes \$1,500 - 0.0% - \$1,500</p>
<p><i>Question:</i> Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> 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.</p>	N/A
<p><i>Question:</i> 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.</p>	N/A
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: https://www.uwb.edu/finance/food-approvals Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate in state/out of state, local travel, 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 and travel in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: http://www.gsa.gov/portal/content/104877 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i></p>	

<p>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/</p>	N/A
<p><i>Question:</i> Other Please include any other expenses that don't fall under any of the above categories in detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> 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.</p>	78750
<p><i>Question:</i> 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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu