

Services and Activities Fee Committee Application for 2008-09 Annual Funding

Today's Date:	January 18, 2008		
Program Title:	Career Center		
Campus Affiliation:	Student Affairs		
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Executive Summary of your Proposal

Please provide a concise (**not to exceed six sentences**) overview of the program, activity, or service for which you seek funding.

Functioning as career consultants, Career Center staff support UW Bothell students through all stages of career exploration and job search. The Career Center provides services, including advising and coaching, to help students **EXPLORE** career opportunities, **BUILD** skills in self-marketing, and **CONNECT** with the employment community. Funding for the 2008-09 academic year is requested to enhance lower-division programming, to increase opportunities for students to connect with employers, and to sustain existing career services. The Career Center has a long, rich history of partnering with SAF to provide services and activities where State funding is limited or not available.

1. **In 150 words or less**, please describe the need for this program or service and how you plan to assess its success. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goals.

Career Center staff has seen an explosion in the number of students seeking career advising. Between fall 2006 and fall 2007, **student use of career services increased 33%**. Based on data from the Entering Freshman Surveys, this trend is expected to continue. **An overwhelming number of respondents (83% in 2006 and 85% in 2007) identify "career" to be a very important or extremely important outcome of their college experience.** Survey respondents also place high value on "productive relationships with the employment community." **Nearly half (46%) of the entering freshmen in fall 2007 rate opportunities to work while an undergraduate with business, government and community organizations as very important or extremely important.**

This funding request provides for enhanced lower-division programming (career assessment), increases connections with the employment community (Employer Relations Developer) and based on increasing student FTE, maintains the current level of

advising (Career Peer Advisors and MBA Career Coaches). Success will be measured by student/employer utilization of resources and services as well as participation in programs and events.

2. **In 150 words or less**, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.

Career services are offered to students in all five undergraduate degree programs - Business, CSS, CUSP, IAS and Nursing – and all seven professional/graduate programs – MACS, MAPS, MBA, M.Ed., MN, PCP and TCERT. In 2008-09, we anticipate providing over 600 individual consultations and 65 career events and programs. This represents **an increase of 33% in the area of one-on-one career advising and 20% in activities**. Examples of signature Career Center events and past attendance include:

- a. Etiquette Events (75+ Students)
- b. Career Discovery Week (450+ Students and Alumni)
- c. Nursing Career Advancement Fair and Panel (125+ Students/25 Healthcare Employers))
- d. Teacher Certification Event (60+ Students/25 School Principals)
- e. MBA Executive Networking Evening (50+ Students/10 Executives)
- f. Career Fair (300+ Students/60 Employers)

3. **In 150 words or less**, please describe the benefits that participants are likely to gain by attending or participating in this program or service.

The Career Center offers services through which students EXPLORE career opportunities, BUILD skills in self-marketing, and CONNECT with the employment community. A few of the direct benefits to UW Bothell students include:

- a. “24-7” access to over 1,000 jobs and internships posted by employers recruiting UW students
- b. On-campus opportunities to connect with employers and alumni
- c. Career Peer Advisors (recruited from the UWB student body)
 - i. Review resumes
 - ii. Conduct practice interviews
 - iii. Advertise services and conduct orientations
 - iv. Respond to quick questions in-person, via phone and email
 - v. Serve as consultants to professional staff.

For Official Use

Date Submitted: _____ Received By: _____

Notes:

Budget Worksheet

Program Title: Career Center

Category	Expense	Brief Description of Expense
Salary/Wages	36,000	Career Peer Advisors 60 hrs/wk, 40 wks @ an average of \$15/hr
	25,000	.50 FTE Employer Relations Developer
Benefits*	4,000	Career Peer Advisors
	8,000	.50 FTE Employer Relations Developer
Honoraria	2,000	10 Seminars @ an average of \$200 each
	2,000	MBA Career Coaching
Security	0	
Facilities Rentals/Set-ups	5,000	20 events @ \$250/event
Telecommunications*	0	
Printing and Photocopying	3,000	Event posters, flyers and programs
Transportation	0	
Meals/Lodging for Travel	0	
Office Supplies	0	
Software	6,000	Site Licenses: HuskyJobs, Optimal Resume, WOIS, & CPP
Decorations	1,000	Supplies for 20 events @\$20-\$200 per
Food/Refreshments	4,000	Refreshments for 20 events @ an average of \$200 per
Equipment Rental/Purchase	2,000	Tables, video equipment and microphones for workshops, panels, fairs
Other (list below)	3,000	250 Career Assessments @ \$12 each
Miscellaneous resources	1,000	JobPostings, NACE, MPACE, NSEE, etc.
Total Expenses	102,000	
Less Revenue (if any)		
Total Request	102,000	

*** Notes:**

- Benefits paid to regular employees working at least .50 FTE should be calculated at 32% of earnings. Benefits paid to hourly employees should be calculated at 11% of earnings.
- Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

