

Career Services

Request	Item	Description
\$59,908.00	Salary/Wages	36,000 Career Peer Advisors 60 hrs/wk, 40 wks @ an average of \$15/hr 23,908 .43 FTE Employer Relations Developer 59,908 Total Salary/Wages
\$11,650.00	Benefits	4,000 Career Peer Advisors 7,650 .43 Employer Relations Developer 11,650 Total Benefits
\$6,700.00	Honoraria	2,500 10 seminars @an average of \$250 each 4,200 MBA Career Coaching 6,700 Total Honoraria
\$6,000.00	Facility Rentals and Set-Up	6,000 20 events @300/event 6,000 Total Facilities/Rentals/Setups
\$3,000.00	Printing and Photocopying	3,000 Event programs, posters and flyers 3,000 Total Printing/photocopying
\$5,000.00	Food/Refreshments	5,000 Refreshments for 20 events @ an average of \$250 per 5,000 Total Food refreshments
\$2,000.00	Equipment Rental/Purchase	2,000 Tables, linens, photography, video equipment, etc. 2,000 Total Equipment rental/purchase
\$7,000.00		7,000 Resources <input type="checkbox"/> Electronic and Print: HuskyJobs, SkillsOne, WOnline, NACE Job Postings, Puget Sound Business Journal, Snohomish County Business Journal, Mountain Pacific Association of Colleges and Employers, etc. 7,000 Total Other
\$101,258.00		

Campus Department or Organization: Career Services Contact Person: Lynda West email: lhwest@uwb.edu Phone: 2-5352

Executive Summary

Functioning as career consultants, Career Center staff support UW Bothell students through all stages of career exploration and job search. The Career Center offers 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 2010-11 academic year is requested to sustain existing services and to increase opportunities for students to connect with employers on- and off-campus.

Program/Service Need

Career Center staff continues to see an explosion in the number of students seeking career services. Between Fall 2008 and Fall 2009, student use of SAF funded peer advising services increased 74%. There was significant increase in walk-in traffic in the Career Center following the December 08 move to UW1. Student walk-ins increased 79% from Winter 2009 to Fall 2009. SAF funded peer advisors assisted over 550 students in the Career Center in Fall 2009 alone. Students participating in Career Services activities increased 53% between Fall 2009 and Fall 2010. Finally, 55% of entering freshmen indicated access to career services and support with job hunting is important to them.

The SAF funded position of Employer Relations Developer brought more than 100 recruiters on-campus fall 2009, an increase of 20% over fall 2007. The current economic situation presents unique challenges in establishing, growing, and maintaining employer relationships. SAF funding

to maintain the Employer Relations Developer in 2010-11 is requested to meet these growing challenges.

Assessment

Career services is committed to continuous quality improvement. Qualitative data is collected quarterly by survey of current and graduating students; employers are surveyed following participation in events or activities. Quantitative data (number of students utilizing services, attending activities, etc.) is collected throughout the year. Survey results and quantitative data are used to determine future programming. In summer 2009 Career Services conducted a comprehensive review of programs and services establishing new goals, objectives, and priorities to continue to provide high quality services and programs to all students on campus.

Scope of Program

1) How many currently enrolled students will likely benefit from your proposed service or program? 2) Estimate the number of other individuals (faculty, alumni, etc.) that might benefit from this service or program? 3) Please indicate other sources of financial support.

Career services are offered to students in all six undergraduate degree programs - Business, STE, CSS, CUSP, IAS and Nursing and all eight professional/graduate programs MACS, , CSS, MAPS, MBA, M.Ed., MN, PCP and TCERT. In 2010-11, we anticipate providing over 800 individual consultations and 65 career events and programs. This represents an increase of 20% in the area of one-on-one career advising and maintains the current level of event offerings.

Examples of signature Career Center events and past attendance include:

- Etiquette Event (75+ Students)
- Career Discovery Week (450+ Students and Alumni)
- Nursing Career Advancement Fair and Panel (100+ Students/20 Healthcare Employers))
- Teacher Certification Event (60+ Students/25 School Principals)
- MBA Executive Networking Evening (50+ Students/10 Executives)
- Career Connections Lunch (30+ Students/5 Professionals/10 Faculty and Staff)
- Career Fairs (600+ Students/120 Employers)

Benefits

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

- 24-7 access to over 1,000 jobs and internships posted by employers recruiting UW students
- On-campus opportunities to connect with employers and alumni coordinated by the Employer Relations Developer
- Assistant Career Advisors (recruited from the UWB student body)
 - o Review resumes
 - o Conduct practice interviews
 - o Advertise services and conduct orientations
 - o Respond to quick questions in-person, via phone and email
 - o Serve as consultants to professional staff

21st Century Campus Initiative

Career Services falls into three sections of the 21st Century Campus Initiative.

1. Student Centered through SAF funding we are able to maintain, grow, and enhance career services to all students at UWB.
2. Community Career Services works directly with employers and community members, many of them alumni, to develop relationships, internships and career opportunities for students. And,
3. Sustainability Career Services is committed to sustainable practices through our events, programming and advertising. We use a green caterer for events with food and make use of Axis TV for advertising events. Our weekly newsletter is available through email and on the website rather than in print.