

# SAF Proposals for 2009-2010 Fiscal Year

Proposal 12 of 18

**Program Title:**

Career Services

**Department:**

Office of Student Affairs

**Contact Person:**

Lynda West

**Email:**

lhwest@uwb.edu

**Phone Number:**

2-5352

**Executive Summary of Your Proposal, please provide a concise 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 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 2009-10 academic year is requested to sustain existing services and to increase opportunities for students to connect with employers on- and off-campus.

**In 150 words or less, please describe the need for this program or service. 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 continues to see an explosion in the number of students seeking career services. Between Fall 2007 and Fall 2008, student use of SAF funded peer-advising services increased 21%. Based on increased walk-in traffic following the December 08 move to a more central location and data from Entering Freshman Surveys, this trend is expected to continue. Student walk-ins during the first week of Winter 2009 exceeded all previous quarters by more than 200%. Additionally, 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 rate opportunities to work with business, government and community organizations while an undergraduate as very important or extremely important. The SAF funded position of Employer Relations Developer brought more than 75 recruiters on-campus fall 2008, an increase of 15% over fall 2007. The current economic situation presents unique challenges in establishing, growing, and maintaining employer relationships. SAF funding to increase the Employer Relations Developer to .75 FTE in 09-10 is requested to meet these growing challenges.

**How do you plan to assess the program or service?**

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 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 2009-10, we anticipate providing over 700 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:

- 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 Fairs (600+ Students/120 Employers)

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

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#### **Salary/Wages**

36,000	Career Peer Advisors 60 hrs/wk, 40 wks @ an average of \$15/hr
37,500	.75 FTE Employer Relations Developer
73,500	Total Salary/Wages

**Benefits**

\*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.

4,000	Career Peer Advisors
12,000	.75 Employer Relations Developer
16,000	Total Benefits

**Honoraria**

2,500	10 seminars @an average of \$250 each
4,200	MBA Career Coaching
6,700	Total Honoraria

**Facilities Rentals/Set-Ups**

6,000	20 events @300/event
6,000	Total Facilities/Rentals/Setups

**Telecommunications**

\*Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension)

0

**Security**

0

**Printing and Photocopying**

3,000	Event programs, posters and flyers
3,000	Total Printing and Photocopying

**Transportation**

18. Transportation  
0.00

**Meals and Lodging for Travel**

0

**Office Supplies**

0

**Food/Refreshments**

5,000 Refreshments for 20 events @ an average of \$250 per

5,000 Total Food/Refreshments

**Equipment Rental/Purchase**

2,000 Tables, linens, photography, video equipment, etc.

2,000 Total Equipment Rental/Purchase

**Other**

7,000 Resources – Electronic and Print: HuskyJobs, Optimal Resume, Perfect Interview, SkillsOne, WOnline, NACE Job Postings, etc.

7,000 Total Other

**Total Amount Requested**

\$119,200