Career Services SAF Annual Proposal Form for the 2016-2017 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time. If the dates change, groups will be given 10 business days' notice.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: http://www.uwb.edu/studentlife/safc/safbylaws. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.

Late applications will not be accepted, except at the discretion of the Committee. 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.

* Indicates a required field
SAF Annual Proposal Form

Proposing Group*
(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)
Career Services

Department/Organization*
(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)
Student Affairs

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

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. Include a regularly checked email as the SAF Committee contacts groups primarily through email.
Kwilson2@uw.edu

Contact Phone*
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

Faculty/Staff Member*
Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.
Emily Christian
Faculty/Staff Member Email*
Provide the email of the faculty or staff member you discussed your request with.
emilyc24@uw.edu

Executive Summary of Your Proposal*
Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell’s 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, 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 2016-17 academic year is requested to sustain and increase 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 meetup series partnering with Schools on specific content and targeted student-employer networking events, among others.
- **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.
- **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.
- **Innovation** – We continually reinvent programming and services according to student need and access, including partnering with 7 other service departments to develop and launch the Student Success Center.

The majority of the funding requested in this proposal is for student employees namely the Assistant Career Advisors, Marketing Assistant and Program Assistant. 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.
Need for this Program/Service*
In 200 words or less:
- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UV Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

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. In order for our office to keep up with greater student enrollment and demand for services, we rely on these student employees to do the majority of the resume, cover letter, job & internship search, LinkedIn review and practice interview appointments.

The Marketing Assistant (MA) develops marketing plans and materials for individual events and outreach initiatives including a comprehensive branding strategy for Career Services. This role creates, posts and distributes Career Services’ publicity through Career Services News, campus-wide distribution, social networks, event day marketing and for internal and external entities on campus such as students and employers at our Career Fairs and networking events.

The Student Program Assistant (SPA) will provide support for events housed within Career Services to give students as many touch-points with employers as possible. This will include researching local, regional, and national employers, facilitating employer-related events, managing employer registrations, and assessing event data and outcomes. The SPA will coordinate event logistics and work collaboratively within Career Services and Student Affairs to plan, market, and support career related events serving all schools and majors and meeting the campus growth and enrollment.

Part-Time 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. For prospective grad students advising specifically focuses on the graduate school application processes and portfolio development and offers programming targeted at applying for graduate school. For existing graduate students, this role provides assistance in applying for jobs and internships and is responsible for program planning, facilitation and execution of the Graduate Professional Development Series in collaboration with the Graduate departments.

Estimate number of students that will benefit from your proposed program/service*
In 200 words or less:
- 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 2014-2015, Career Services saw a total of 2,413 appointments, 1,066 of which were unique clients (43% visited more than once). This reflects almost half of our appointments were repeat clients. Unique clients account for over 21% of the campus population (4963 headcount). Of the 2,413 total appointments, ACA’s and GPA saw 58% (a total of 1,405).

Student participation and attendance in Career Services hosted employer events, classroom presentations, workshops and programming totaled 7,286 over the past year. The strong attendance at our new workshop series, and our growing enrollment, are indications that we can expect growth this next academic 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 a Part-Time Graduate Program Assistant (GPA), access and service to graduate students will continue to, increase through orientation visits and facilitation of the Graduate Professional Development Series.

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, broadening student accessibility to our services. Lastly, outside employers have partnered with us to recruit interns and full-time staff through structured hiring processes.

Assessment plan for the program or service*

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
- If needed, include any other information you feel is relevant to your request.

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.

The Student Success Center has also developed a survey form to assess all services in UW1 160 to provide feedback for continued improvement.

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

Salaries/Wages

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.
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 12 weeks at $13 (with 18.8% benefits) = $9,266
Fall - 80 hours x 14 weeks at $13 (with 18.8% benefits) = $17,297
Winter & Spring – 80 hours x 26 at $15 (with 18.8% benefits) = $37,066

1 Marketing Assistant - The Marketing Assistant (MA) develops marketing plans and materials for individual events and outreach initiatives including a comprehensive branding strategy for Career Services.

Summer & Training – 19.5 hours x 12 weeks at $14 (with 18.8% benefits) = $3,892
Fall – 19.5 hours x 14 weeks at $14 (with 18.8% benefits) = $4,541
Winter & Spring – 19.5 hours x 26 at $16 (with 18.8% benefits) = $9,637

1 Student Program Assistant - The Student Program Assistant (SPA) will provide support for events housed within Career Services to give students as many touch-points with employers as possible.

Summer & Training – 19.5 hours x 12 weeks at $13 (with 18.8% benefits) = $3,614
Fall – 19.5 hours x 14 weeks at $13 (with 18.8% benefits) = $4,216
Winter & Spring – 19.5 hours x 26 at $15 (with 18.8% benefits) = $9,035

1 Part-Time Graduate Program Assistant - 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 – 19.5 hours x 12 weeks at $17 (with 39.4% benefits) = $5,545
Fall – 19.5 hours x 14 weeks at $17 (with 39.4% benefits) = $6,470
Winter & Spring – 19.5 hours x 26 at $18 (with 39.4% benefits) = $12,722

This request includes a new position for a Part Time Graduate Program Assistant and a Student Program Assistant to plan and execute targeted employer events and programming for students. 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 Friday 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.

<p>| 5 Assistant Career Advisers Summer &amp; Training 50 hours x 12 weeks x $13 | $7,800 | 18.8% | $1,466 | $9,266 |
| 5 Assistant Career Advisers Fall 80 hours x 14 weeks x $13 | 14,560 | 18.8% | 2,737 | 17,297 |
| 5 Assistant Career Advisers Winter &amp; Spring 80 hours x 26 weeks x $15 | 31,200 | 18.8% | 5,866 | 37,066 |
| 1 Marketing Assistant Summer &amp; Training 19.5 hours x 12 weeks x $14 | 3,276 | 18.8% | 616 | 3,892 |
| 1 Marketing Assistant Fall 19.5 hours x 14 weeks x $14 | 3,822 | 18.8% | 719 | 4,541 |</p>
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**Programming/Events**

Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. Put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

$1,000 funding for the Etiquette Dinner.
The previous year's Etiquette Dinner has an estimated budget of $2000 for food, service and facility. We are requesting $1,000 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.

**Facilities Rentals/Set-Ups**

Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. Put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

NA

**Printing & Photocopying**
Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

| NA |

Office Supplies
Describe the funds you are requesting in detail below. Put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

| NA |

Food/Refreshments
Describe the funds you are requesting in detail. Review the food policy/food form for the University policies before submitting your request at the following link:
http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf
Put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

| NA |

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.
Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.
Transportation
Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

Meals and Lodging for Travel
Describe the funds you are requesting in detail below. Ensure 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/category/21287
Note: hotel bookings are typically managed through the University. Put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

Operations
Describe the funds you are requesting in detail below. 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.
http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/

NA

Other
Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.

$3,480 for Electronic resources including:
- HuskyJobs ($2,000) – Provides students access to over 1,000 job and internship opportunities posted specifically for UW students.
- Assessment Instruments – Skills One ($800) provides students access to online career assessments such as the Strong Interest Inventory and Myers-Briggs Typology Index.
- MyPlan ($680 for a school license of <9999 students) provides 4 assessments for students; a personality test, interest inventory, skills profiler and values assessment.

Total Amount Requested*
List your total amount requested, using the total from the spreadsheet.

| Salary, wages & Benefits | $123,300 |
| Etiquette dinner          | $1,000   |
| Electronic Resources     | $3,480   |
| **Total Request**        | **$127,780** |

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/studentlife/safc/safbypwals
• 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 5, 2016 and Friday, February 12, 2016. Someone from my group will be available to attend a brief hearing scheduled during that time frame.