

2012-2013 SAF Annual Application

Emily Christian

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Program/Service Title

Career Services

Campus Department

Career Services

Contact Person

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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 2011-12 academic year is requested to sustain and increase existing services and to increase opportunities for students to connect with employers on- and off-campus.

Need for this Program/Service

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 goal(s).

Career Center staff continues to see an explosion in the number of students seeking career services.

Between Fall 2010 and Fall 2011, student use of SAF funded peer-advising services increased 6%. Student walk-ins increased 30%. SAF funded peer advisors assisted over 2386 students in the Career Center in 2010-2011, a 136% increase over 2009-2010. Finally, 60% of entering freshmen indicated access to career services and support with job hunting is important to them.

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Career Services is committed to continuous quality improvement. Qualitative data is collected yearly 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 2011 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. Additionally, in Summer 2011 Career Services conducted a fully comprehensive graduating student survey to collect data on where graduates have gotten jobs.

Estimate number of students that will benefit from your proposed program/service

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 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 2011-12, we anticipate providing over 1000 individual consultations and 70 career events and programs. This represents an increase of 11% in the area of one-on-one career advising. Examples of signature Career Center events and past attendance include:

Etiquette Event (75+ Students)

Women in Leadership (100+ Students and Alumni)

Resume Review Night (50+ Students, Employers and Alumni)
Nursing Career Advancement Fair and Panel (100+ Students/20 Healthcare Employers)
Teacher Certification Event (80+ Students/35 School Principals)
MBA Networking Evening (50+ Students/10 Executives)
Graduate School Fair (50+ Students/15 Schools)
Career Fairs (600+ Students/120 Employers)

Benefits to Participants

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 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
Assistant Career Advisors (students recruited from the UW Bothell population)
oReview resumes
oConduct practice interviews
oAdvertise services and conduct orientations
oRespond to quick questions in-person, via phone and email
oServe as consultants to professional staff

Additional Information

Please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Career Services supports the 21st Century Campus Initiative in the following way:
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.

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

42,000 Student Employees - Assistant Career Advisors; 75 hrs/wk, 40 wks @ an average of \$14/hr

This is an increase in the number of available hours for peer advising

7,800 Student Marketing Assistant; 15 hrs/wk, 40 wks @ \$13/hr

48,800 Total Salary/Wages

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 33.4% of earnings. Benefits paid to hourly employees should be calculated at 14.9% of earnings. Benefits are required if you are requesting salary/wages above.

Please put total dollar amount of benefits in the bottom of this box.

6285 Student Employees - Assistant Career Advisors

1162 Student Marketing Assistant

7,447 Total Benefits

Honoraria

Describe the funds you are requesting in detail below.

i.e. Payment to speakers

Please put total dollar amount of honoraria in the bottom of this box.

780 6 seminars @an average of \$130 each
2,200 MBA Career Events

2,980 Total Honoraria

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up.

Please put total dollar amount of facilities in the bottom of this box.

4,000 20 events @300/event

4,000 Total Facilities/Rentals/Setups

Telecommunications

Describe the funds you are requesting in detail below.

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

Please put total dollar amount of telecommunications in the bottom of this box.

Security

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.
425-352-5359

Please put total dollar amount of security in the bottom of this box.

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.

3,000 Event programs, posters and flyers

3,000 Total Printing/photocopying

Transportation

Describe the funds you are requesting in detail below.

Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below.

Please put total dollar amount of meals and lodging in the bottom of this box.

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.

Food/Refreshments

Describe the funds you are requesting in detail below.

Please put total dollar amount of food/refreshments in the bottom of this box.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

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

5,000 Total Food refreshments

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Other

Please include any other expenses that don't fall under any of the above categories in detail.

Please put total dollar amount of other in the bottom of this box.

7,000 Resources 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

Total Amount Requested

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

80,227