How This Request Supports Student Priorities

UA Career Services is applying for funding through the Student Services Fee for four positions, for a period of three years. We are requesting three undergraduate student positions for a College Career Ambassador Program and one Graduate Assistant position. The intent of the College Career Ambassador (CCA) Program is to recruit three students to represent each of the following colleges: College of Engineering, Eller College and College of Letters, Arts and Sciences. This group of peer advisors would be the “student extension” of Career Services in our work with students within the colleges. The new Graduate Assistant position in Career Services would provide a combination of services. The services would be divided between direct service to students and assisting the Employer Relations department in their outreach efforts to employers in order to provide on and off-campus job opportunities for undergraduate and graduate students.

Approximately 41% of students responding to the Student Services Fee Evaluation ranked “increased on-campus job opportunities for students within various areas related to Student Affairs” as very important. It was ranked as #3 for undergraduate students and #8 for graduate students. This program will provide opportunities for students, both graduate and undergraduate, with employment opportunities within the Division. In addition, the involvement of these College Career Ambassadors and the Graduate Assistant in the work that we do, will broaden opportunities for students on and off-campus for part time, internship and post graduation employment.

Anticipated Impact

The College Career Ambassador program will provide these students with part-time student employment/income, an opportunity to enhance their own career development, an opportunity to develop their professional skills (public speaking, event planning, leadership, etc), an opportunity to network with staff, employers, advisors, College liaisons and faculty and a better understanding of the world of work.

The Graduate Assistant position will provide the student with a professional development opportunity, presentation and student advising skills, exposure to employers, industries and knowledge about various business cultures, networking and exposure to a career in Student Affairs.

Both these programs will benefit students in general as it will provide exposure to services offered that will help them gain a better understanding of the connection between their academic goals and their career. It will also help them gain employment on and off campus for a variety of opportunities. UA Career Services will benefit from this program as it will provide a student voice within the colleges to convey our services to students and will provide us with the ability to concentrate on addressing more complex career issues with students.

Assessment

We will assess the success of the program by tracking the number of students referred and the increase in the number of students served, reduced wait time for appointments, number of activities that are initiated and implemented by the CCAs and the Graduate Assistant, and feedback from stakeholders.

PLEASE SEE ATTACHED DOCUMENTS FOR A MORE DETAILED DESCRIPTION OF THE REQUEST

CAREER SERVICES
The mission of UA Career Services is, “through partnerships with academic units, employers and the Career Services office, The University of Arizona assures that all students are provided the opportunity to realize their career potential.” Our goal is to serve all students (undergraduate and graduate) at the University of Arizona to help them make the connection between academic goals and career and to prepare them to enter the workforce. We offer a variety of programs designed to assist students to develop and implement career plans, obtain part-time work while enrolled in school, gain career-related experience prior to graduation and professional employment after graduation. We also assist students with application to graduate or professional programs.

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COLLEGE CAREER AMBASSADOR PROGRAM

Studies have shown that when seeking career advice, students tend to pay more attention to their peers and seek their guidance on where to get assistance. Career Services would like to develop and implement a College Career Ambassador Program. The College Career Ambassador (CCA) Program will be a peer career advisor program. The intent of the program is to recruit three students to represent each of the following colleges: College of Engineering, Eller College and College of Letters, Arts and Sciences. This group of students would be the “student extension” of Career Services in our work with the academic areas. The College Career Ambassadors will assist Career Services in our efforts to serve the greatest number of students in the college they represent. A Career Ambassador might be the first contact students have with Career Services! Due to the level of responsibility of the Career Ambassadors they would be selected utilizing high standards and compensated at or above the usual rate for student workers on campus.

The College Career Ambassadors would expand our accessibility to students within these colleges. They would work independently and along with Career Services staff, Graduate Assistant (if approved), Career Services college liaisons, advisors and faculty within their college. As a result more students will know about Career Services and then engage with Career Services to take advantage of the services offered, thus encouraging students to be more proactive in formulating and implementing their career goals.

The following are some of the activities/duties of the CCA:

- Outreach and marketing to students in their college
- Classroom announcements
- Clubs and student organization presentations on services available through Career Services
- Recommend and refer students to Career Services
- Serve in focus groups
- Identify and target special opportunities that address the needs and concerns of their college-specific peers
- Perform basic functions in Career Services when needed
- Assist the Career Services staff with special employer events, Campus Interviewing, Career Services Kick-off, employer meet and greet during recruiting seasons, and career fairs

Benefits to the student (CCA)

- Provides part-time student employment/income
- Provides an opportunity for students to learn skills in assisting students with career issues, as well as enhance their own career development
- Develops professional skills (public speaking, event planning, leadership, etc)
- Enjoy the camaraderie and fellowship of Career Ambassadors through group activities and recognition
- Opportunity to network with staff, employers, advisors, College liaisons and faculty
- Peer-to-Peer assistance and informal mentoring
- Exposure to exploring their own career-related needs while helping others
- Better understanding of the world of work

Benefits to Career Services
- Extends our outreach to further our mission of “serving all students”
- Increases the number of students to connect to department resources and services
- More knowledge from the student perspective on the needs of undergraduate students from their specific college, in order to enhance programming and service delivery

Assessment
- Increase in the number of students utilizing Career Services
- Number of activities the CCAs initiate and implement
- Feedback from all stakeholders (students, college liaisons, Career Services staff and College Career Ambassadors)

CAREER SERVICES GRADUATE ASSISTANT

The new Graduate Assistant position in Career Services would provide a combination of services for the department and therefore to students at the University. The services would be divided between direct service to students and assisting the Employer Relations department in their outreach efforts to employers in order to provide on and off-campus job opportunities for undergraduate and graduate students.

The direct service to students would include both class and in-house presentations on career topics, resume critiques and mock interviews. With the struggling economy, more students are seeking assistance with their job searches. Training a graduate student to provide some of the more informational aspects of this job searching assistance would free up counselors to provide the more intensive and complex services.

Many of our regular employers are not attending fairs or campus recruiting, due to the economy and reduction in hiring. It is critical that Career Services maintains its relationships with the organizations that have recruited UA graduates over the years. Maintaining strong relationships will ensure that when employers are ready to add to their workforce in larger numbers, once again, it will be the UA students that they will hire. This necessitates that Career Services make an even more concerted effort to attract employers to recruit students for internships and post graduation employment and to offer them new ways to maintain their presence on the UA campus. A Graduate Assistant can also assist the Director and Assistant Director by helping with researching and sourcing of potential new employers.

Benefits to the Graduate Assistant
- Professional development
- Development of presentation and student advising skills
- Exposure to employers in various industries and knowledge about various business cultures
- Networking
- Exposure to a career in Student Affairs and particularly Career Services

Benefits to Career Services
- Increase ability to serve students especially during “high traffic” times of the semester
- Reduce wait time for resume critiques
- Increase the number of mock interviews available
- Allow counselors to concentrate their time on more complex counseling issues
- Provide much needed assistance in developing new employer relationships. This is particularly critical given the poor economy and job market

Assessment
- Increase in the number of students served
- Reduced wait time for resume critiques and counseling appointments
- Increase in the number of employers/organizations sourced for outreach