STUDENT SERVICES FEE
Progress Report

Please fill in the gray boxes with the information requested

Department Name: Career Services Date: December 18, 2009
Project Supported by Student Services Fee: College Career Ambassadors and Graduate Assistant
Amount of Award: $43,100.00 Project Type: campus student employment # Years Funded: one
Contact Person: Lizzie Schloss Contact Information: 621-2746; schloss@arizona.edu

Project Scope: (In 2 sentences, describe the scope of the project being supported by the Student Services Fee including the student priorities that will be met)

Student priority met: “increased on-campus job opportunities for students within various areas related to Student Affairs.” We provided employment opportunities for 4 undergraduate students and 1 graduate student and through this program over 5000 students were exposed to on and off campus employment opportunities for part-time, internship and post graduation employment.

Outcomes: (What were the targeted outcomes and were they met? For example, the project was able to provide 20 additional students a month with counseling; 50 additional grad students were able to attend conferences; Safe Ride expanded its services by 20 hours a week. Please include data (graphs, budgets, numbers.)

Targeted outcomes for the College Career Ambassadors:

Hire three ambassadors for 20 hours/wk
- 5 hr/wk outreach table on mall or in specific College locations – contact with 30 students per hour (150 students)
- 6 hr/wk peer advising in specific College location – contact with 10 students per hour (60 students)
- 5 hr/wk classroom announcements and club presentations – announcements 200 students (2 large classes of 100 students); club presentations 20 (2 clubs w/ 10 members) - (220 students)
- 4 hr/wk of supervision, training, other functions
Estimated total student interactions per Ambassador: 430 contacts per week with students in their College
Estimated total for all Ambassadors: Approximately 1,200+ per week

How outcomes were met for the College Career Ambassadors, August 24 – December 18, 2009:

Forty students applied and we selected four for the positions: 1 for Eller, 1 for Engineering and 2 for CLAS. We decided that it would be more effective to hire two students to cover CLAS since it is such a large college. In addition, a 15 hour work week was better for the students' schedules.

Week of August 17-21 spent in training:
- FERPA
- Harassment Policies
- Career Services
- Career Services webpage and web resources
- Wildcat JobLink
- Campus Interviewing
- Career Information Center (career library)
- Fairs & Events
- Marketing
Club Presentations: 143 students
Class Presentations: 3425 students
Peer Advising/Tables at College Locations: 189 students
Specific Table Activities:
- Arizona Assurance Scholars: 100 students
- Fall Kick-Off Mall Promotion: 150+ flyers handed out on the mall
- Fall Career Days Table staffing: 60 students
- Mall Table: 989 students

Total student contacts to date: 5056

Targeted outcome for the Graduate Assistant:

2 hrs/wk presentations averaging 12 students (24 students)
5 hrs/wk walk-ins and resume checks 4 students per hour (20 students)
2 hrs/wk mock interviews, 2 students per hour (4 students)
10 hrs/wk employer research/outreach averaging 10 employers per week
1 hr/wk supervision

Estimated student interactions per week (will include graduate students): 48
Estimated student interactions per academic year: 1,800+
Estimated employer interactions per week: 10
Estimated employer interaction per academic year: 400

How outcomes were met for the Graduate Assistant, October 1 – December 18, 2009:

Approximately 60 students applied for the GA position and we hired and selected a student in August. In September, we found out that our selected candidate was refused a student visa and would not be attending the UA in the Fall. We reopened the position and completed the hiring process in September. The GA started the position October 1 and spent the first two weeks in training. We were fortunate that the candidate had experience in career services at Pima College and was able to quickly start seeing students.

The GA started too late in the semester to be able to learn and then present our professional development seminars. We decided to concentrate her efforts on individual appointments with students, during the fall semester.

111 students counseled by GA: 88 undergraduate, 19 graduate, 4 alumni
Beginning Oct. 14, the GA started researching employers in retail and general business industry categories. Conducted in-depth research on 57 new organizations, found 25 new internship programs, 12 companies with college relations programs and sourced 7 for follow-up by the Assistant Director of Career Services Employer Relations.

Student Response: (Summarize the impact this project has had on students, including the number of students served and/or the type of service provided)

Impact of College Career Ambassadors:

The College Career Ambassadors have significantly expanded Career Services’ ability to reach out to the students on campus. Through class and club presentations and various tabling activities, they have expanded our reach on campus and our ability to inform students about our services. They have interacted with over 5000 students to date. During the fall semester, the overall usage of the website increased by 43% with the use of JobLink increasing by 22%. It is likely that the outreach conducted by the College Career Ambassadors had some influence on this increase in usage.

The following quotes from two of our College Career Ambassadors indicate the impact they have felt from their work:

"In one class I made a presentation to, the professor asked about placement data for the past academic year, specifically breakdown by majors and starting salaries. He uses this information in an INDV 103 class to give students an idea of starting salaries by college & major. I was able to show him how to access this information from the Career Services web page. By doing so, I was able to inform the professor and enlighten his students."
“One instance where I could visibly see my hard-work paying off was when a sophomore pre-business student at the university confronted me and told me that she was really interested in gaining a summer internship, but was unsure if she could get one because of her lack of connections. I told her that connections could be helpful, but so could Career Services. I directed her into signing up for Campus Interviewing, so she could see a long list of recruiters coming to campus. Right away she thanked me, and I found out later that she had applied to several internships, completed interviews, and had even been called back for round two of interviews. I felt like I had done something special for her because she had been utterly clueless on the services that Career Services offered, and without this knowledge she thought that she could only gain an internship through family connections.”

**Impact of Graduate Assistant:**

Following are the reasons students came for counseling:

<table>
<thead>
<tr>
<th>Reason</th>
<th>CS Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choosing A Major/Decision Counseling</td>
<td>6</td>
</tr>
<tr>
<td>Graduate School</td>
<td>11</td>
</tr>
<tr>
<td>Job Search/Career-Related</td>
<td>10</td>
</tr>
<tr>
<td>Job Search/Permanent</td>
<td>13</td>
</tr>
<tr>
<td>Mock Interview</td>
<td>16</td>
</tr>
<tr>
<td>Program/Service Information</td>
<td>4</td>
</tr>
<tr>
<td>Resume</td>
<td>51</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111</strong></td>
</tr>
</tbody>
</table>

During the fall semester, our counseling appointments were up by 13%. Having the additional 10 hours a week of counseling provided by the Graduate Assistant has helped us to meet the demand for individual counseling.

During a down economy, it is very difficult to persuade employers to create new recruiting targeting UA students. However, it is very helpful to have the research conducted so that the Assistant Director of Employers Relations can follow up effectively when the economy turns around.

The following quote shows the impact the Graduate Assistant has felt from her work:

“Many students I see are at a transitional time in their life: seeking their first internship, applying to competitive and selective UA majors, applying to graduate school, or seeking direct employment after graduation. I help students by editing and critiquing graduate school applications/essays, resumes, cover letters and other written materials. Through one-on-one career counseling, I help students clarify major and/or career goals and assist them in job search strategy. There has also been an impact for me personally. As a doctoral graduate student in Higher Education Administration, I planned to build a career in administration, but based on this positive and rewarding graduate assistantship, I am planning to focus my future career search to positions in career services.”

**Attempts to Obtain Additional Funding:** (Please provide attempts that have been made to obtain additional funding for this project outside of Student Services Fees including attempts to collaborate with other departments/units in order to sustain the project)

We developed funding sources through our general Partners Program that supports a variety of initiatives including this one. All of the marketing materials used by the College Career Ambassadors were funded outside of the Student Services Fees. We have closely collaborated with the colleges to which the Career Ambassadors have been assigned, in order to ensure their success.

**Other Funding Sources:** (Provide a summary of other funding sources secured to maintain this project, if any, beyond the funding by Student Services Fees)

At this point the program has not been established enough (one semester only) to showcase it to potential sponsors.
Provide: (Not Necessary in June Report) The amount of the award spent to date, the use for the remainder of the year and highlight any projected unused balance.

College Career Ambassador amount spent to date: $4,802
Graduate Assistant amount spent to date: $6,847
Total amount spent to date: $11,649
Remainder left for the year: $31,451
Projected unused balance: $15,475

We did not spend as much on the College Career Ambassadors as anticipated due to a couple of reasons: one of the Ambassadors had work-study funds which meant we only paid 35% of her wages and none of the Ambassadors worked as many hours as anticipated. We anticipate them working more hours next semester, but will still probably have unused balance. In the proposal for next year, we will request 20 fewer hours, total.

Due to hiring issues mentioned in this report, the Graduate Assistant did not start until October 1, 2009. Her salary was projected with a start date of August 24, 2009 which will leave a small amount of unused balance. Since we plan on hiring her back if the proposal is refunded for next year, we will not have this issue next year.

Submit Report: To JoLene Unruh via email attachment: julunruh@email.arizona.edu
Progress reports are due twice each year: for projects funded FY 08-09, progress report is due by June 15, 2009. For projects funded FY 09-10, reports are due December 30, 2009 and again June 30, 2010.