UNM Career Services assists students, faculty, staff, alumni and community members with their career development needs. Our organizational structure consists of 1) career development facilitators, 2) employer relations, and 3) administration. Our career development facilitators help individuals develop, evaluate and implement career and educational decisions. They assist individuals with everything including figuring out a career path and major, internships and job search, occupational fit, resumes/CVs, cover letter and graduate school decisions. Our employer relations team is our touch point for our employer partners. They outreach to employers through participation in career fairs, on-campus recruiting, Handshake (our online job and internship database), involvement in economic and community organizations and much more. Our administrative area consists of our administrative assistant, office supervisor, director and our student workers. They manage the day-to-day activities and the front desk of the office.

UNM Career Services must support the mission, academic programs, and advancement of the University of New Mexico. Within this context, the primary purpose of the Career Services Center is to assist students, faculty, staff and alumni in developing, evaluating, and/or implementing career, education, and employment decisions.

Our office serves the career development needs of all students, including main campus, branch campus’, and extended learning as well as alumni, staff, faculty and community members. We are unique in how we bridge services from Student Affairs to Academic Affairs. We have strong relationships with each of the schools/colleges, student organizations, and departments within UNM. From day one of becoming a UNM Lobo, we assist students with their career and major choices to help them begin a successful academic and career path while at UNM. We have a robust online 24/7 internship/job database which students can use to connect with employers, learn about career events, research organizations and apply directly to internships and jobs. Students go to college to get their desired career – we are the department to help them connect and achieve their career and academic goals.
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Academic Affairs Engagement*</th>
<th>UNM 5 **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Fairs (7)</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Target Population: All students</td>
<td></td>
<td>Professionalism</td>
</tr>
<tr>
<td>Networking Nights – 1 each semester. Students and employers mingle and meet to practice networking skills. Target Population: all students</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Student Conference Award Program: travel grant designed to provide students the opportunity to obtain funding to attend an academic/professional conference in their field of study. Target Population: all students</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>Cooperative Education Program: paid, productive, real-life work experience in a degree-related field. Paid Internship program that goes on their transcripts. Target Population: all students</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>Counseling Internship program: Master level counselors conduct their internship hours with our office. Target Population: Master level students in counseling program</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>Workforce Recruitment Program: Students with documented disabilities obtaining jobs and internship within the federal government. Target population: students with disabilities</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Suit-Up Event - offered each semester</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Target population: all students</td>
<td></td>
<td>Professionalism</td>
</tr>
<tr>
<td>Now What? Transitioning Out of College (Career Skills Crash Course)</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Target population: Junior/Senior students</td>
<td></td>
<td>Professionalism</td>
</tr>
<tr>
<td>Career Fair Prep Workshops</td>
<td>Minimal</td>
<td>Communication</td>
</tr>
<tr>
<td>Target population: all students</td>
<td></td>
<td>Professionalism</td>
</tr>
<tr>
<td>On-Campus Recruiting: Recruiter tabling, classroom visits, information sessions, interviewing Target population: all students</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>CIA Signature School Week Long Initiatives: CIA visits 4-week long times per academic year to meet with interested students Target population: all students</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>Medical School Mock Interviews: Partner and collaboration with medical school to prepare incoming students with interview tips and practice Target population: all pre-med students</td>
<td>Extensive</td>
<td>Communication</td>
</tr>
<tr>
<td>Air Force Research Labs Intern Workshops and Resume Critique Days: Partner with AFRL to help their summer interns with career workshops and a resume critique lab.</td>
<td>Moderate</td>
<td>Communication</td>
</tr>
<tr>
<td>Classroom Presentations: various classroom presentations on career-related topics Target population: students</td>
<td>Extensive</td>
<td>Communication</td>
</tr>
</tbody>
</table>

Note: *Extensive* engagement is defined as UNM faculty being involved with more than 50% of either program planning or implementation. *Moderate* engagement involves faculty in 11-49%, and *minimal* engagement involves faculty in 0-10%
## Fiscal Update, Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I&amp;G (decrease of $20,542 from previous year)</td>
<td>$534,654</td>
</tr>
<tr>
<td>SFRB (Starting allocation: $32,858; Balance forward: $366.44; fund pulled back: $257.00)</td>
<td>$ 32,858</td>
</tr>
<tr>
<td>Money given to School of Engineering Student Services for Engineering and Science Career Fair (assistance from them on day of event)</td>
<td>$ 4,484</td>
</tr>
<tr>
<td>Money given to Anderson School of Management Career Services for Business and Accounting Career Fair (assistance from them on day of event)</td>
<td>$ 9,643</td>
</tr>
</tbody>
</table>

## Goals for 2018-19

1. **2018-2019 Goal:** Provide targeted workshops for Veterans and specialty population student groups.

2. **2018-2019 Goal:** Utilize our database, Handshake, for tracking student and employer involvement.

3. **2018-2019 Goal:** Grow UNM initiatives.

4. **2018-2019 Goal:** Continue to work on better data gathering/tracking around student involvement in our department.
   - a. Utilize data through Student Affairs Assessment
   - b. Internship tracking and reports
   - c. Improve graduate exit survey with Institutional Research

## Selected Impacts and Outcomes

### Career Fairs

Engineering and Science Career fair, Business and Accounting Career Fair, Graduate and Professional Career Fair, Career Expo, Student Job and Internship Fair, and Educator’s Career Fair.

**Total organizations involved in 2017-2018 career fairs:** 371

**Total number of Job Seekers in attendance:** 2,198

### On-Campus Recruiting

OCR events include: employer classroom presentations, tabling events, information sessions, 1:1 advisory sessions, interviewing onsite in Career Services.

**Total employer events:** 81

**Number of students contacted by employers through events:** 2,205

### Employer Program:

CIA: The CIA named UNM with the distinguished honor of being 1 of 5 Signature Schools.

The CIA holds week long recruiting events for our students twice a semester – and once in summer.
Career Advising and Counseling
Presentations and Tabling Events

Presentations: 273
Participants: 13,228

Tabling Events: 31
Participants: 8,057

Grand Totals: 301 events
21,285 participants

Walk-in Career Advising:
Online Career Advisement: Program developed in 2016
We had 720 career engagements with students this past year.
108 online career engagements 2016-2017 year.
567% increase!

Traditional Walk-ins:
1,275 students came in for walk-ins

Career Advising/Counseling Appointments:

Total career appointments: 1,267
Career appointments consist of:
- Choosing a Major
- Co-op/Internship
- General Information
- Grad School Information
- Career Assessments Information
- Career Assessments Interpretation
- Letter of Intent (grad school)
- Mock Interview
- Resume/Cover letter/CV
- Retirement plans

Additional Programs:
Student Conference Award Program: 87 applications received; 53 applicants awarded

Cooperative Education Program: 341 students participated in Co-op program.
Fun Fact: 8 undergraduate students participated in the Disney Cooperative Education Program

Quick Facts

- We have 6 licensed mental health counselors who specialize in career counseling
- 567% increase in online walk-ins this past year
- We have 2-4 counseling interns each semester as part of their MA degree requirements
- Many of our staff serve on executive boards for career associations in our state
- We have a Diplomat in Residence located on-site in our office to meet with students on State Department jobs and internships.
- We helped create the UNM5 – essential skills needed to be successful in today’s workplace

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