UNM Career Services (CS) assists students, faculty, staff, alumni and community members on their career development needs. There are 3 main areas within our organizational structure: 1) career development, 2) employer relations and 3) administration. The career development area consists of our career advisors and counselor who help individuals in developing, evaluating and implementing career and education decisions. The career development staff assists individuals with figuring out a career path and major, internship and job search, occupational fit, resume, CVs, cover letter, and graduate school decisions. They also coordinate our counseling internship program along with our Cooperative Education Program. The employer relations area is the touch point for our employers. They outreach to employers and organizations through participation and collaboration with our 7 career fairs (Fall: On-campus student job fair, Engineering and Science Career Fair, Business and Accounting Career Fair, and Graduate and Professional School Fair. Spring: Career Expo, Student Job and Internship Fair, and Educator's Career Fair), manage our online job and internship database, participate in economic and community development initiatives, and manage our on-campus recruiting efforts. On-Campus Recruiting consists of employers interviewing on-campus, tabling, information sessions, class room visits, etc. The last area is our administration area which consists of our student employees, administrative assistants, office supervisor and director. This area manages the day to day activities of the office, as well as our Student Conference Award Program which enables students to attend conferences related to their major and career area.

Mission

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 colleges/schools, 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. Throughout their time at UNM, we help students understand their major and what it means to their chosen career choice; we assist with internships and decision-making processes of attending graduate school. Upon nearing graduation, we assist students with preparing for their job search (resumes, CVs, cover letters, job search, interviewing, after job attainment, and much more).

Lobos for Life is real for our department. We assist our alumni with post UNM career searches, changes and other career decisions. Our community members also receive assistance through various community outreach initiatives from presentations/workshop with our K-12 partners, community agencies, while individual community members receive assistance with their career paths.

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 online 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.

Impact on Students

Gabe Gallegos, Internship with State Dept.- Met with our Diplomat in Residence.

Lobo Louie attending an Etiquette Dinner hosted by us for our students

Student holding one of our fans: We’re the biggest FAN of your Future!
<table>
<thead>
<tr>
<th>Program</th>
<th>Target Population</th>
<th>Professionalism</th>
<th>Communication</th>
<th>Critical Thinking</th>
<th>Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Fairs</strong> (7 throughout the academic year)</td>
<td>All students, alumni and community members</td>
<td></td>
<td>Communication</td>
<td></td>
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</tr>
<tr>
<td><strong>Networking Nights</strong> – 1 each semester. Students and employers mingle</td>
<td>Students and employers mingle and meet to practice networking skills.</td>
<td></td>
<td>Communication</td>
<td></td>
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</tr>
<tr>
<td><strong>Etiquette Dinners</strong> (specific to groups): Teach students the tips</td>
<td>Students and employers mingle and meet to practice networking skills.</td>
<td></td>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Conference Award Program</strong>: travel grant designed to provide</td>
<td>Target Population: all students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Collaboration</td>
</tr>
<tr>
<td><strong>Cooperative Education Program</strong>: paid, productive, real-life work</td>
<td>Target Population: all students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Internship program</strong>: Master level counselors conduct their</td>
<td>Target Population: Master level students in counseling program</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Collaboration</td>
</tr>
<tr>
<td><strong>Workforce Recruitment Program</strong>: Students with documented disabilities</td>
<td>Target population: students with disabilities</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Collaboration</td>
</tr>
<tr>
<td><strong>Eclairs and CVs and Donuts and Resumes workshops</strong></td>
<td>Target population: all students</td>
<td></td>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Now What? Transitioning Out of College (Career Skills Crash Course)</strong></td>
<td>Target population: Junior/Senior students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Fair Prep Workshops</strong></td>
<td>Target population: all students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>On-Campus Recruiting</strong>: Recruiter tabling, classroom visits,</td>
<td>Target population: all students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Communication</td>
</tr>
<tr>
<td><strong>CIA Signature School Week Long Initiatives</strong>: CIA visits 4-week long</td>
<td>Target population: all students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Collaboration</td>
</tr>
<tr>
<td><strong>Medical School Mock Interviews</strong>: Partner and collaboration with</td>
<td>Target population: all pre-med students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Collaboration</td>
</tr>
<tr>
<td><strong>University 201 course</strong>: course to help undecided/undeclared students</td>
<td>Target population: undecided/undeclared students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Critical thinking</td>
</tr>
<tr>
<td><strong>Classroom Presentations (STEP Class)</strong>: various classroom presentations</td>
<td>Target population: students</td>
<td></td>
<td>Professionalism</td>
<td></td>
<td>Critical thinking</td>
</tr>
</tbody>
</table>
**Goals for 2017-18**

1. 2017-2018 Goal: Provide target workshops for undeclared/undecided incoming Freshmen – utilizing data collected from NSO (Summer 2017) registration information.

2. 2017-2018 Goal: Utilize our new database, Handshake, for tracking student involvement
   a. Student employee tracking
   b. Internship/experience tracking
   c. Appointment/walk-in tracking
   d. Event sign in tracking

3. 2017-2018 Goal: Student employee pilot tie to UNM5
   a. Mission: Graduate initiative
   b. Supervisor training around UNM5
   c. Student employee training and focus on UNM5

4. 2017-2019 Goal: Continue to work on better data gathering/tracking around student involvement in our department.
   a. Utilize data through Tim S.
   b. Internship tracking and reports
   c. Improve graduate exit survey with Institutional Research
Career Fairs

Selected Impacts and Outcomes

Student Conference Award Program:

Total Funding from SFRB: $32,858 with balance forward from 2015-2016: $366.44; Funds pulled back: $257.00; Grand Total: $32,967.44

Applications Received: 115; Applications Awarded: 57 (50%)
45 applicants denied (39%); 13 applicants withdrew (11%)
Career Advising and Counseling: Presentations and Tabling Events

- **Presentations:** 272
- **Total Audience Members:** 11,461

- **Tabling Events:** 35
- **Total Participants:** 6,404

**Grand Total:**
- Presentations/Tabling: 307
- Participants: 17,865

Walk-in Career Advising:
Online Career Advisement: New August 2016!

- **Walk-ins Total:** 1,367

  - Traditional Walk-ins: 1,259
  - Online Career Walk-ins: 108

4% increase in walk-ins from 2015-2016 to 2016-2017
Career Advising/Counseling Appointments:

27% increase in individual appointments from 2015-2016 to 2016-2017 (We decreased appointment time from 1 hour to 30-minute blocks to accommodate more students.)

On-Campus Recruitment:

**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.

Cooperative Education Program:

Graduate Exit Survey: Administered through Office of Institutional Research

**Fall 2016 Graduates; 14% response rate**
Spring 2017 Graduates: 14% response rate
Staff Community Involvement:
- Mission: Graduate: member and committee chair
- New Mexico Career Development Association: Board members and members
- New Mexico Counseling Association: previous board members and members
- Albuquerque Economic Development: Staff member is Ambassador to AED
- New Mexico Consortium of Career Educators and Employers: Board member and members
- New Mexico Executive Federal Diversity Committee: member
- National Career Development Association: members and leadership academy
- American Counseling Association: members
- Student Affairs Administrators in Higher Education (NASPA): members
- Mountain Pacific Association of Colleges and Employers: members
- National Association of Colleges and Employers: members

Meet Our Staff:
- Director: Jenna Crabb, PhD, LPC, NCC
- Career Counseling Manager: Autumn Collins, MA, LMHC (in PhD program)
- Employer Relations Manager: Keith Hitz, MBA
- Supervisor, Admin Support: Cathy Chalk
- Career Development Facilitator 2: Marty Apodaca, MA, LMHC (in PhD program)
- Career Development Facilitator 1: Heather Ver Brugge (graduating Dec 2017 with MA)
- Career Development Facilitator 1: Shalom Bond, MA, LMHC
- Career Development Facilitator 1: Carli Maldonado
- Career Development Facilitator 1: Liz Daniels, MA, LPCC
- Employer Relations Specialist: Ivy Rodriguez
- Administrative Assistant 2: Victoria Kirikos
- Bryan Stacy: Student Support
- Lindsay Lopez: Student Support
- Julian Chavez: Student Support

Quick Facts
- UNM Named: CIA Signature School (1 of 5 nationwide); first school chosen for this honor; met with over 1,295 students this year
- We have a Diplomat in Residence on site in our office to meet with students about Department of State positions and internships; 1 of 16 in nation
- 20% increase in student/job seeker participation in career fairs
- 27% increase in individual appointments (we decrease appointment time to 30 minutes from an hour to accommodate more students)
- Autumn Collins and Jenna Crabb are both adjunct faculty for EdPsych and Counseling departments
- New Service: started August 2016 - Online career advisement on Thursdays 5-7pm to meet needs of Extended Learning students, alumni and branch campus students
- 4% increase in walk-ins this year
- Marty Apodaca, CDF 2, selected to NCDA Leadership Academy; also selected to attend Career Construction Institute in Denver, CO
- Jenna Crabb, Director published in Career Convergence, national online career magazine through the National Association of Career Development