

# IMPACT & OUTLOOK 2018 - 2019

## Career Services

DIVISION OF STUDENT AFFAIRS

### Who We Are

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.

### 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.

### Impact on Students

Our office serves the career development needs of all students, including main campus, branch campuses, 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.



## Programs, Services, Sub-units and Initiatives

PROGRAM	Academic Affairs Engagement*	UNM 5 **
<b>Career Fairs (7)</b> Target Population: All students	Minimal	Communication Professionalism
<b>Networking Night:</b> Students and employers mingle and meet to practice networking skills. Target Population: all students	Minimal	Communication Professionalism
<b>Student Conference Award Program:</b> 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	Moderate	Communication Professionalism
<b>Cooperative Education Program:</b> paid, productive, real- life work experience in a degree-related field. Paid Internship program that goes on their transcripts. Target Population: all students	Moderate	Communication Professionalism
<b>Counseling Internship program:</b> Master level counselors conduct their internship hours with our office. Target Population: Master level students in counseling program	Moderate	Communication Professionalism
<b>Workforce Recruitment Program:</b> Students with documented disabilities obtaining jobs and internship within the federal government. Target population: students with disabilities	Minimal	Communication Professionalism
<b>Suit-Up Event - offered each semester</b> Target population: all students	Minimal	Communication Professionalism
<b>Now What? Transitioning Out of College (Career Skills Crash Course)</b> Target population: Junior/Senior students	Minimal	Communication Professionalism
<b>Career Fair Prep Workshops</b> Target population: all students	Minimal	Communication Professionalism
<b>On-Campus Recruiting:</b> Recruiter tabling, classroom visits, information sessions, interviewing Target population: all students	Moderate	Communication Professionalism
<b>CIA Signature School Week Long Initiatives:</b> CIA visits 5-week long times per academic year/summer to meet with interested students Target population: all students	Moderate	Communication Professionalism
<b>Medical School Mock Interviews:</b> Partner and collaboration with medical school to prepare incoming students with interview tips and practice. Target population: all pre-med students	Extensive	Communication Professionalism
<b>Air Force Research Labs Intern Workshops and Resume Critique Days:</b> Partner with AFRL to help their summer interns with career workshops and a resume critique lab.	Moderate	Communication Professionalism
<b>Classroom Presentations:</b> various classroom presentations on career-related topics Target population: students	Extensive	Communication Professionalism

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

Source	Amount
I&G (decrease of \$20,542 from previous year)	\$ 535,840
SFRB (Starting allocation: \$30,737; fund pulled back: \$2,870.42)	\$ 27,866
Money given to School of Engineering Student Services for Engineering and Science Career Fair (assistance from them on day of event)	\$ 8,498
Money given to Anderson School of Management Career Services for Business and Accounting Career Fair (assistance from them on day of event)	\$ 10,075

## Goals for 2019-20

1. Continue to increase employer connections for internships and career opportunities.
2. Stronger collaboration with schools/colleges, departments and branches.
3. UNM and community involvement.
4. UNM5 integration and marketing.

## 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 2018-2019 career fairs: 337**  
**Total number of Job Seekers in attendance: 2,995**

### On-Campus Recruiting

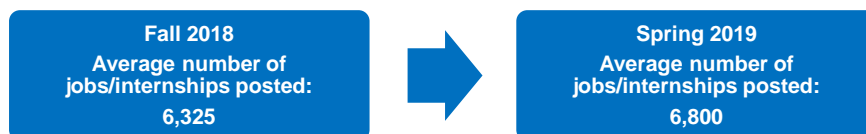
OCR events include: employer classroom presentations, tabling events, information sessions, 1:1 advisory sessions, interviewing onsite in Career Services

**Total employer events: 113**  
**Total number of individual companies: 59**  
**Number of students contacted by employers through events: 2,368**



### Handshake:

Handshake is our employer, internship and job database. The database lists important events and is personalized to each student. Employers manage events, on-campus recruiting requests and post jobs and internships. Students can apply through the system for jobs and internships.



### Suit-Up Event:

Each semester we partner with JCPenney's for a night where students, faculty, staff and alumni shop for up to 60% off career wear. The store is only open to UNM people.

Fall 2018 – we had 500 UNM people attend; Spring 2019 – we had 600 UNM people attend.



# Career Advising and Career Counseling

## Presentations and Tabling Events



### Walk-in Career Advising:

#### Online Career Advisement:

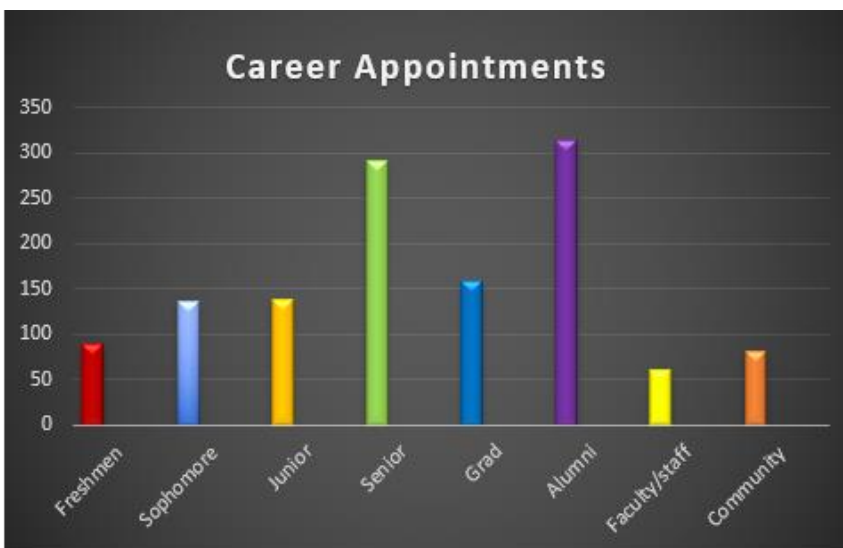
We had 296 career engagements online with students this past year.

#### Traditional Walk-ins:

1,311 students came in for walk-ins

#### Career Advising/Counseling Appointments:

**GRAND TOTAL  
OF WALK-INS  
WITH  
STUDENTS:  
1,607**



Total career appointments: **1,133**

Career appointments consist of:

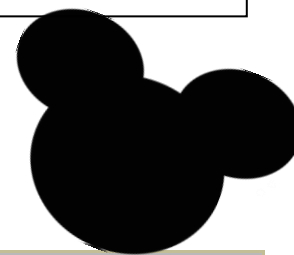
- Choosing a Major
- Co-op/Internship
- General Information
- Grad School Information
- Career Assessments Information
- Career Assessments Interpretation
- Letter of Intent (grad school)
- Mock Interview
- Resume/Cover letter/CV
- Retirement plans

## Additional Programs:

**Student Conference Award Program:** 69 applications received; 48 applicants awarded

**Cooperative Education Program:** 263 students participated in Co-op program.

Fun Fact: 4 students participated in the **Disney Cooperative Education Program**



### Quick Facts

- ⌘ We have 6 licensed mental health counselors who specialize in career counseling
- ⌘ We have 2-4 counseling interns each semester as part of their MA counseling degree requirements
- ⌘ Many of our staff serve on executive boards for career associations in our state
- ⌘ Handshake, our online job/internship database, has over 10,000 employers registered and over 5,000 jobs and internships.
- ⌘ We have a Diplomat in Residence located on-site in our office to meet with students for State Department jobs and internships.
- ⌘ We helped create the UNM5 – essential skills needed to be successful in today's workplace
- ⌘ We gave over \$18,000 to ASM and School of Engineering for career fair partnerships.