Task Details Report

Objective: 480 - Strategic Action Plans for Career Services

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
1/1/2016	Departmental Action Plan	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
3/15/2016	3/15/2016	Implementation (50%)	$0

Design and implement a college internship fair. This idea grew out of an ongoing initiative to bring more internships to our students. With the limited resources and time demands of the Career Center currently, creating an event similar to the job fair will help us jump start connections with internship friendly employers who want to help our students discover their career paths.The fair will be held on March 15, 2016, and currently we have over 40 employers that have RSVP'd.

Awareness of which employers are attending is on the events page or our website. It lists who and what the internship(s) is/are so students can decide if an employer is compatible with their interest, major, or certificate. This will help students make the most of their time at the event. Further, campus awareness has been communicated through posters placed around campus as well as flyers put in all classrooms. Email has gone out to faculty, staff, and students also informing them of the event. Deans have also been communicating the event on behalf of the center.

Once an employer takes on one of our students, they are required to fill out an online "intent to offer an internship" form that will be submitted automatically to the Career Center and Co-Op. This way, we will be able to track which students are getting internships, who is offering them, and whether or not the student will need to be part of Co-op for liability purposes, and/or want to earn transferable credit. The link to this form is attached to the confirmation email sent out to employers and will be sent out as a "reminder" two weeks after the end of the event. In addition, a survey will be sent out immediately after the event to provide feedback from the employers on how to make the event better.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/21/2016	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 2
Due Date: 12/15/2017	**Completion Date:**	**Task Status:** New	**Budget:** $0

1. Improve certain aspects of the Resume Workshop
Over the course of the next few months we will be looking at ways to improve the cover letter portion of our resume workshop to make it more clear to students what exactly should be included in the letter. Some initial ideas are to…
• More hands on examples
• Simpler job announcement descriptions of duties

2. Create two additional workshops
• The Job Search
i. We see many students who don't know what tools are out there to help them and also don't know how best to use job search engines to get the information they need to apply for a position.

• Professionalism in the Workplace
i. The focus will be on how to interact with co-workers. Employers want new workers to be responsible, ethical, team oriented, and to possess strong communication, interpersonal, and problem solving skills.

3. Hiring Request
• Fall 2016
• Increase Career Resource Aide from part-time to full-time
i. Increasing the position to full-time would at a minimum, allow full coverage of the center with little or no down time from the perspective of students. The hours currently approved for the position are not sufficient to cover the times when I must be away at meetings, presentations, conferences, and workshops. Further, a full-time position also would allow for greater flexibility in services. Finally, there is also the question of turnover. The position at part-time does not provide a living wage and as such scheduling involves working around another position the Aide will probably have with hours that may not sync ideally with the center. Additionally, the center might be able to keep someone in the position for a longer period of time vs them looking for full-time positions with benefits.

4. Define new Counselor's Career Role
• Work with the Counseling Department to decide how best to utilize the career counseling aspect of the new counseling hire in the spring 2016 semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$0

Window Blinds for the Career Center.

The Career Center is in need of window blinds for all windows and the entrance door. There are two reasons for this request.

1. Security issue: If there is ever a need to lock the doors and hide because of a threat on campus anyone in the center is vulnerable because there is nowhere to hide with it being all windows.

2. Blinding afternoon sun: Afternoon sun makes the computers for students unusable as it shines directly on the monitors which have glossy screens. In addition, the sun also shines directly on the Career Aides desk blinding that area so she can't see who is entering the Center or be comfortable doing her work.

The blinds should be like the ones in building 9, but more opaque to better block being able to see if anyone is in the center and also block the sunlight effectively.

Not sure about the budget requirements as the original blinds were part of the building 9 build out.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	