



**STUDENT  
SUCCESS**

## **University Career Center**

*“Centrally Coordinated, Locally Delivered”*

### **VISION**

In addition to welcoming all Wright State career staff to the Division of Student Success, we will implement the Board of Trustee approved Career Services Fee to support enhanced and expanded career services for all degree-seeking undergraduate students, on both campuses. Funds generated will facilitate career and professional development earlier in the student's career at Wright State and follow throughout their enrollment with a focus on early intervention career education, employer/student engagement with a focus on experiential learning, and post-graduation planning and outcomes.

The Wright State Career Center connects people with people, and people with resources. The Career Center Team empowers students to transform their education and ambitions into meaningful work over the course of their lifetime. Career programs and services teach students to cultivate personal networks that shape their professional journey.

### **VALUES: DIVISION OF STUDENT SUCCESS**

- **Advising as Teaching and Learning:** Encourage students to pursue excellence by promoting and supporting a talent-development philosophy of teaching, learning, and advising
- **Collaboration:** Provide a “coordinated-care” approach to advising students, incorporating a wide spectrum of people and expertise in the process
- **Early Engagement:** Create opportunities early and often that provide meaningful interaction with students
- **Experiential Learning:** Connect students with educationally purposeful activities
- **Promoting Student Success:** Creating a growth-oriented campus culture that supports student achievement, focusing on where they are, what they are doing, and where they want to go
- **Professional Development:** Foster a commitment to the profession, encourage continuous learning among staff and share/develop high-impact best practices

### **OBJECTIVES**

- **Centralization including Career Cluster specific services**  
Complete the implementation of a University Career Center model, which includes Career Cluster specific services, centrally managed by the University Career Center, locally delivered to the Career Cluster specific student populations. Engage students, faculty and employers with the development and implementation of career content, which is specific to the College/Campus degree programs within each Career Cluster. This model parallels the recently centralized Academic Advising model.
- **Early Intervention**  
Deliver early-intervention career development assessments and educational content targeting undecided majors, changing majors, and students of the University College and College Credit Plus. Provide regularly occurring, comprehensive series of student-focused career education and training.
- **Employer/Student Engagement**  
Enhance employer development with utilization of the Career Management Platform and additional staff resources. Adopt a campus-wide integration, across both the Dayton and Celina campuses. Expand student/employer engagement, experiential learning, internships and career opportunities, data collection and reporting of First-

Destination Outcomes, and other metrics-based measures aligned with the University Strategic Plan and program effectiveness standards.

## GOALS

Centrally coordinated and locally delivered Career Center services will facilitate career and professional development early in the student's career at Wright State and follow throughout their enrollment with a focus on career education, employer/student engagement, and post graduate planning.

- **uniformity** of student experience by active participation of staff in **centralized training**,
- efficiency through ongoing process review and use of **integrated technological systems**,
- clear, consistent and effective **communication, coordination and collaboration** among colleges and service units, and
- **accountability** and **assessment** of outcomes.

## UNIVERSITY RECOMMENDATIONS

Faculty Senate put forth recommendations for budget priorities in February 2017 calling for reforming services to students. Namely, to “[r]eform duplicative student services to increase efficiency and effectiveness and identify opportunities to consolidate/reorganize units strategically.” Their report went on to say that, “the central administration should employ a thoughtfully designed best practice-informed model for these services”. The Faculty recommend that the administration identify duplicative student services, develop a plan to identify best practices, and implement those practices. Reduction in overall costs may require reorganization. Reorganization should focus on improving the ability of the university to perform its mission.

## CENTRALIZED OVERSIGHT

Although Career Center staff report centrally to the University Career Center, a strong “dash-lined” relationship to the colleges is critical to high quality service to the students and alumni of the university. As such, the **University Career Center Council (UCCC)**, a shared governance body, shall be formed. It allows for ongoing communication, coordination, and collaboration through regular review and oversight of processes and policies related to the provision of career services university-wide. Its membership includes:

- Executive Director, Student Success (Co-chair)
- Director, University Career Center (Co-chair)
- Career Center Leadership
- Career Consultants
- College Liaisons (comparable to those sitting on the University Undergraduate Academic Advising Council UUAAC)
- Faculty Senate Representative (sits on Faculty Student Success Committee)

## PROPOSED CAREER CENTER RE-ORG

- includes Centralized and Career Cluster specific staff
- includes 15 existing staff, and 7 vacant positions

Career Center Staff	# of positions	# of vacancies
Director	1	
Associate Director	2	1
Assistant Directors	2	
Career Consultants	7	3 + 1
Career Advisors	5	2
Service Coordinators	5	
Service Specialist	1	1

**ASSOCIATE DIRECTOR – JOB DESCRIPTION (1 position)  
Supervising Career Consultants, of specific Career Cluster populations**

<b>HR Assigned Classification:</b>	Associate Director (for career-cluster services)
<b>Position Class:</b>	UC S05
<b>Position FTE:</b>	100%
<b>Minimum Annual or Hourly Rate</b>	\$50,533
<b>Salary Band:</b>	UC S05
<b>If yes, select one of the following options:</b>	Internal Promotion - Competitive
<b>Job Purposes:</b>	Under the direction and supervision of the Career Center Director, provide staff supervision and training, expertise, and consistency of implementation for Experiential & Career Employment career-cluster specific services. Focus on career cluster specialization, experiential learning, career management advising, faculty relations, and career-cluster specific employer engagement.
<b>Essential Functions and percent of time:</b>	<p>(45%) Develop and implement counseling and advising services regarding career path and employment opportunities. Teach and train career development, career assessment interpretation, and career advising techniques. Develop and utilize resources, tools and strategies to deliver individualized and group career education. Create and utilize strategic and creative marketing tools and strategies to engage students with career programs, services and resources. Develop content integration and resource offerings for inclusion within the department website, database management tools, and social media accounts.</p> <p>(35%) Develop and maintain employer relation activities for new and existing employer constituencies. Conduct start-to-finish planning and implementation of career-recruitment, student-employer engagement events to include career fairs, employer panels, networking sessions, campus interviews and employer marketing sessions. Engage employers with job development activities supporting co-op, intern and career-employment opportunities for students. Outreach and collaborate with campus units and external stakeholders.</p> <p>(20%) Assist the Director and Associate Director in the areas of trends research, resource management, data analysis, outcomes assessment and employment law compliance. Maintain and update departmental policies and procedures including Standard Operating Manuals for each functional area of supervision. Complete other Career Center duties as assigned.</p>
<b>Required Qualifications:</b>	<p>Master’s degree in higher education student affairs, career development or related field. Five or more years of progressively responsible professional career services experience in a university environment or related setting.</p> <p>Versatile team player with demonstrated written and verbal communication, collaboration, technology, administrative/management, counseling, and teaching skills.</p>
<b>Preferred Qualifications:</b>	Demonstrated experience in the areas of staff supervision, strategic planning, career counseling, career-assessment inventory interpretation, career and student development theory, and project management.
<b>Working Conditions:</b>	Some evening and weekend activities expected.

**CAREER CONSULTANT – JOB DESCRIPTION (7 positions, 3 currently filled)**

<b>HR Assigned Classification:</b>	Career Consultant (career-cluster, specific)
<b>Position Class:</b>	UC S04
<b>Position FTE:</b>	100%
<b>Minimum Annual or Hourly Rate</b>	\$42,111
<b>Salary Band:</b>	UC S04
<b>If yes, select one of the following options:</b>	Internal Promotion - Competitive
<b>Job Purposes:</b>	<p>Under the supervision of an Associate Director, a Career Consultant provides career management advising, specializing in content delivery for a specified Career Cluster population:</p> <ul style="list-style-type: none"> <li>Engineering and Computer Science</li> <li>Liberal Arts and Education</li> <li>Business</li> <li>Science and Math</li> <li>Health and Human Services</li> <li>Lake Campus</li> </ul> <p>A Career Consultant collaboratively works to provide comprehensive delivery of services to Career Cluster specific populations of student, alumni, faculty and employers.</p>
	<p>(45%) Provide Career Cluster specific counseling and advising services regarding career path and employment opportunities. Facilitate Career Cluster specific individualized and group, career education sessions. Conduct career-advising appointments with a focus on marketable skills, job search strategies, interview techniques, networking, business etiquette and professional use of social media. Engage students with career programs, services and resources. Promote department website, database management tools, and social media accounts. Fulfill classroom presentation requests.</p> <p>(35%) Foster employer relation activities for new and existing employers. Organize Career Cluster specific career recruitment student/employer engagement events to include career fairs, employer panels, networking sessions, campus interviews and employer marketing sessions. Promote employer opportunities for experiential learning co-op, intern and career-employment. Assist with Career Cluster specific programs and initiatives. Build and maintain Career Cluster specific faculty relations.</p> <p>(20%) Assist with the collection of unit outcome measures. Maintain department standards and procedures. Participate in unit-level and university training. Complete other Career Center duties as assigned.</p>
<b>Required Qualifications:</b>	<p>Master’s degree in higher education student affairs, career development or related field. Three or more years of progressively responsible professional career services experience in a university environment or related setting.</p> <p>Versatile team player with demonstrated written and verbal communication, collaboration, technology, administrative/management, counseling, and teaching skills.</p>
<b>Preferred Qualifications:</b>	<p>Demonstrated experience in the areas career counseling, career assessment inventory interpretation, career and student development theory, career education programming.</p>
<b>Working Conditions:</b>	<p>Some evening and weekend activities expected.</p>

## TENATIVE TIME LINE FOR CAREER CENTER RE-ORG IMPLEMENTATION

### June 2018

- Soft announcement: Career Center unit and career staff to join Division of Student Success.
- Board of Trustees approve Career Services Fee.

### July 2018

- Draft position descriptions for career staff.
- Draft new organization chart(s), aligned with Division of Student Success positions.
- Announcement: Career Services Fee, posted to website and shared with campus partners.
- Initial meeting with University Marketing to re-design Career Center website, including alignment with Division of Student Success, and addition of enhanced services.
- Schedule Human Resources review of positions, reassignment of C.T., and overall Re-Org.
- Consult with Summer Todd re: Strategic Hire.
- Consult with Walt Branson re: support of S.H. request, relative to WSU Administration initiation of Career Services Fee proposal.

### August 2018

- Meeting with HR.
- Initiate budget transfers to align three existing college-specific career staff and services, for reporting through the Career Center, Division of Student Success.
- Complete all necessary E-PAF's.
- Move four existing Career Center staff to Student Success Center. Friday, August 17, 2018.
- Evaluate and determine physical space assignments for each staff position.
- After HR review, submit Career Center vacancies through People Admin and the Strategic Hire Review process.
- Upon Strategic Hire Review approval, post positions for internal promotions, appointments.
- Campus announcements for students, faculty and staff: Career Center joins Division of Student Success, unit re-organized to include all career staff, begin implementation of service enhancements provided by Career Services Fee.
- Create marketing to publicize the multiple Career Center locations (both campuses)

### September 2018

- After posting and hiring for 1<sup>st</sup> round higher-level positions with internal talent first, post remaining 2<sup>nd</sup> round career advisor vacancies, if any, or post any remaining opportunities to an external pool, as determined.

### October 2018

- Proceed with the interviewing and hiring of 2<sup>nd</sup> round staff vacancies.
- Determine and complete physical moves.
- Convene the first meeting of the newly formed University Career Center Council

### November 2018

- Assess existing and enhanced services to create one cohesive model of service delivery.

### December 2018

- Centralized model staffing complete.

### January 2019

- Complete implementation of Centralized model and services.

