

Governors State University
 Student Affairs and Enrollment Management: Reaching Vision 2020

Focus Area: CAREER SERVICES

Leader(s): DARCIE CAMPOS

Implementation Year: 2018-19

GOAL 2: Develop, implement and assess comprehensive career mentoring and internship opportunities focused on the development and enhancement of transferable real-world skills associated with exemplary leaders and citizens, and career ready professionals.

Objective 1:	To initiate hands-on opportunities available to students with a focus on transferable skills and career readiness.
Action Items	<ul style="list-style-type: none"> • Develop a student employment orientation to be implemented at the start of a student employment experience with a focus on expectations in the GSU workplace. • Provide additional workshops through the 18-19 academic year specifically for student employees with a focus on professionalism, strengths development and transferable skills. • Incorporate a mock interview event to the Professional Image Career Conference, designed similar to speed dating, that will allow students to engage in many mini interviews at one event. • Incorporate an alumni event to PICC, where alumni are invited back to speak to students about their experiences and to give advice as they look to enter the workplace. • Propose a 2nd Career preparation grant that would allow GSU to incorporate additional career preparation offerings for GSU students in the arts, humanities, and social sciences areas by expanding the internship program to a two-phase experience that supports more students as they connect liberal arts curriculum with a broad range of career opportunities. • Launch the faculty module for Jobs for Jaguars. This will give faculty access to Jobs for Jaguars so they may direct students to opportunities available for their major so students have an opportunity to apply for internships to gain knowledge in their field and to become career ready. We will use this module as a way to encourage more faculty/student engagement in using Jobs for Jaguars as a source for on-campus and off-campus employment. • Provide a “Coffee with the Career Counselor” drop-in time once every month allowing the career counselors and professional staff members an opportunity to serve as mentors available to answer any questions a student may have regarding their career preparation.
Desired Outcomes and Achievements (Identify results expected)	To provide hands-on opportunities for student with a focus on transferable skills and career readiness that will better prepare them for success upon graduation.
Achieved Outcomes and Results	<ul style="list-style-type: none"> • Launched our first student employee orientation, with 41 students in attendance. The workshop highlighted work place expectations and professionalism. Additionally, we covered how to build a student’s personal brand as part of their

	<p>student employment experience on campus. We were happy to see such a great first turnout for this session and look to expand the number of sessions we do the next academic year.</p> <ul style="list-style-type: none"> • We held our first National Student Employment week at GSU. The counselors completed workshops on professionalism for National Student Employment weekend student employees. In addition, they facilitated workshops on strengths across campus for students and staff. This week ended with a student employee recognition reception that saw 80 students and approximately 20 administrators in attendance. Additionally, we awarded 48 students with Certificates of Professional Development. • As part of the Professional Image Career Conference an Alumni Panel discussion was added to the program of events. There were three alumni on the panel all obtaining liberal arts degrees and moved on to further expand their education and career paths successfully. Helping students to navigate their trajectory with greater understanding. In total, across all sessions combined for PICC, 89 students were in attendance. • The mock interview day was cancelled as a result of limited space being available due to campus demands. In the future a better scope of planning will occur as to space big events further a part due to the amount of spacing needed across campus and limited staff. • Led workshops in the classrooms for students from varying academic disciplines; including students who are majoring in communication, english, biology, business, psychology, community health and elementary education. Highlighted a variety of topics such as how to develop an effective resume that highlights transferable skills; interviewing & strengths; what can you do with your major and how to market your student leadership experience to name a few. Over all we participated in approximately 101 programs and workshops throughout the year, which served 2,300 participants. • Held many discussions and provided feedback with students during our “Coffee with the Career Counselor” drop-in times that were offered both during the day and at night. These events also led into referrals for additional one on one appointments that were set as a result from the initial conversations we were having during the drop-ins. While we did see several students throughout the semester as part of this program, we didn’t see the numbers we were hoping when we first initiated this offering. • At the request of some of the faculty members, we launched the faculty module on Jobs for Jaguars. A tutorial was sent to all faculty multiple times urging them to register for access to Jobs for Jaguars to assist their students in looking for jobs and internships. Additionally, in February 2019, a workshop was held to introduce the faculty module to the GSU faculty and staff, of which ten people attended. To date, 32 faculty members have registered on the Jobs for Jaguars site, of which only 11 have fully utilized the system to review the open positions posted on the site. • We did propose a 2nd Career preparation grant that would have allowed GSU to incorporate additional career preparation offerings for GSU students in the arts, humanities, and social sciences areas by expanding the internship program to a two-phase experience that supports more students as they connect liberal arts curriculum with a broad range of career opportunities. The proposal however was not accepted by the funding source as a program they were interested in funding at this time.
<p>Analysis of Results</p>	<ul style="list-style-type: none"> • Throughout the year, student employees gained a thorough understanding of the importance of professionalism in the workplace and specifically what that looks and sounds like. They learned strategies on how to behave more professionally and

how to begin the process of building their own personal brand that will in turn help them to be more marketable and more career ready for their future career opportunities. This was just one of many programs that had a reach to our student employee population, and the success was seen when 48 students received certificates of professional development at the end of the academic year. We will continue to market these workshops/program offerings in our next academic year.

- Our “Coffee with the Career Counselor” events gave us exposure to a wide range of students to spread awareness about the resources that we have available for them. We are currently considering whether to continue the implementation of this offering or if another program, or extended open hours would better serve a larger number of students and alumni.
- The in class workshops provided hands-on opportunities for students where they conducted mock interviews with each other and a career counselor to gain practice prior to graduation. They also learned about effective ways to implement their strengths in their personal, professional and academic lives; how to prepare for a job or internship search; how to improve their job search correspondence; or what they can do with their major. These are just a few of the programs that were implemented throughout the year. We feel we were successful in our overall ability to reach students as we participated in approximately 101 programs and workshops throughout the year, which served 2,300 participants. Please see the Career Services student learning outcomes for details on what the students learned from some of our existing programs.
- While we were successful in serving 89 students across all sessions combined for PICC, we feel the need to revamp this program to have a greater student reach. We will look to tie this program into the National Career Development Week for next year and will make it a weeklong offering of programs, rather than a boot camp conference format. We look to change the theme and tie it back to the Four Year Career Compass, which we hope will tie into the AIM high pathway offerings as well.
- Because of the low turnout of faculty use after the faculty module launch, we recognize the need to continue the marketing efforts for the system. Career Services will implement several additional training sessions in order to increase the number of faculty members engaged in checking posted jobs on and off campus, internships, fellowships, graduate assistantships, etc. We will revisit this next year to determine if it is gaining momentum and should continue to be an addition to the Jobs for Jaguars system.