



CAREER SERVICES OFFICE

The average placement rate for the past five years is 94%.

I. VISION STATEMENT

The vision of the Career Services Office is to create a resource environment that facilitates the transition from student to professional and effectively serves students, alumni and employer customers.

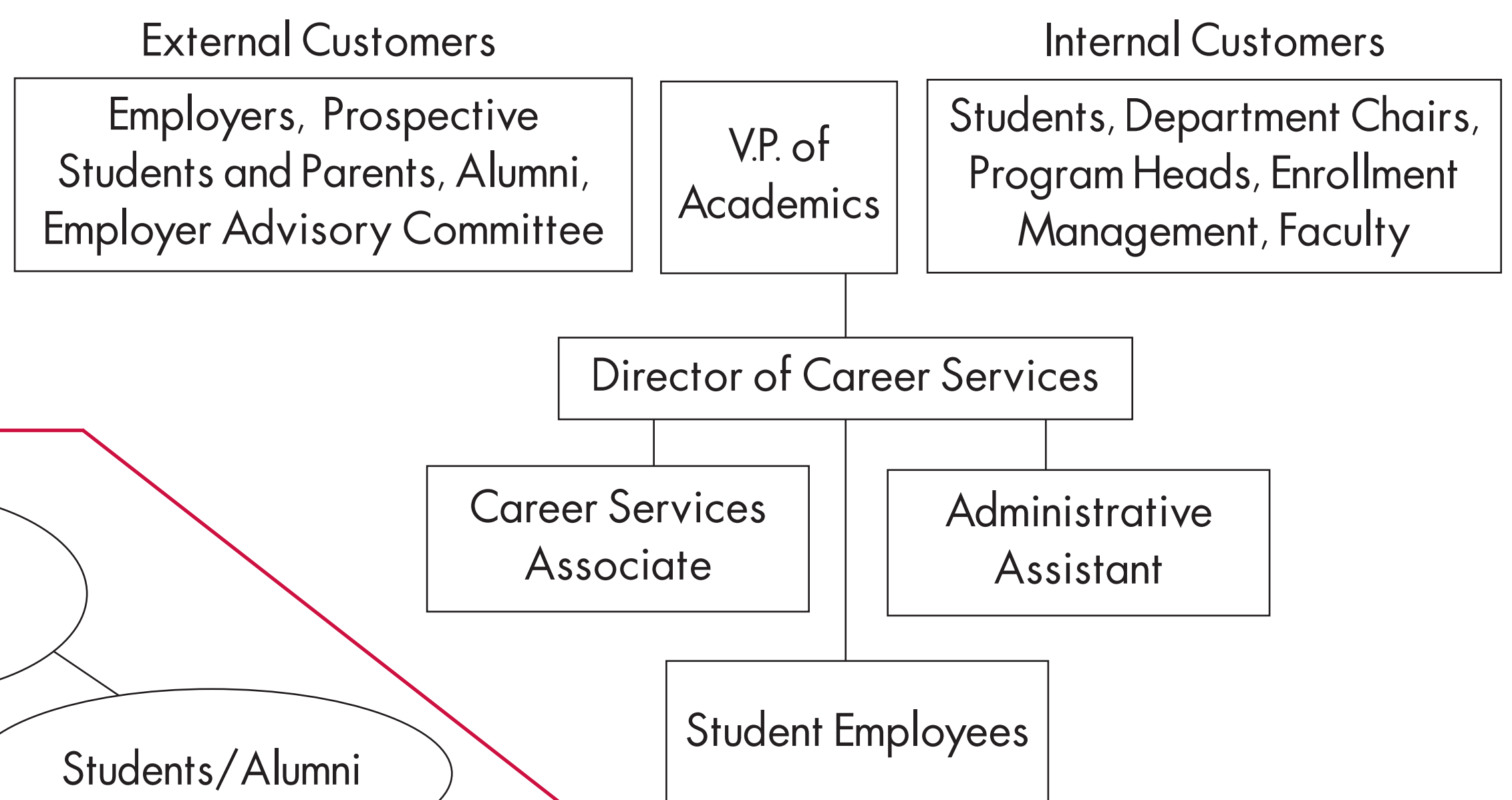
II. MISSION STATEMENT

The Career Services Office is a comprehensive center committed to supporting the university's mission and providing excellence in services offered to its customers:

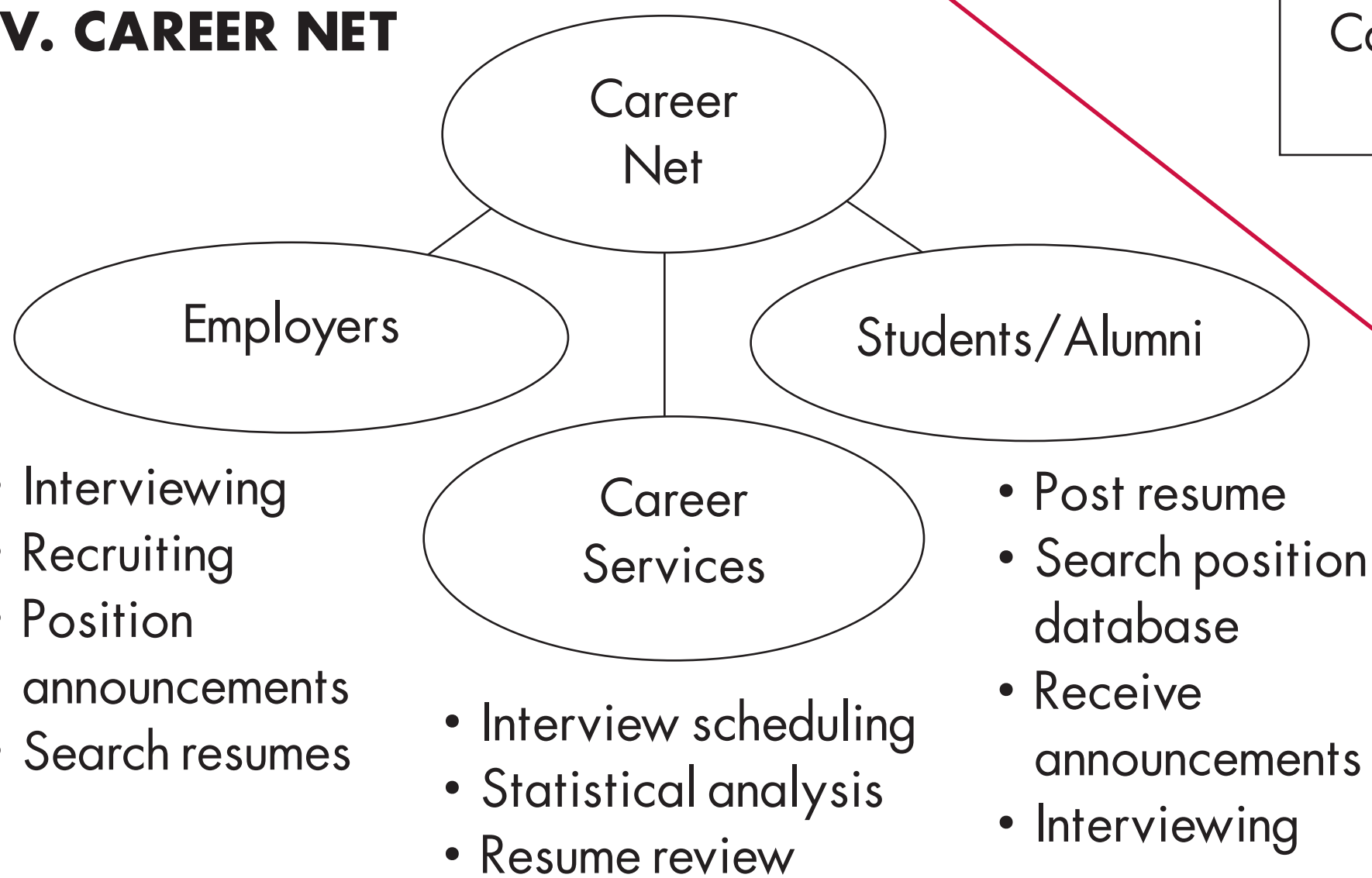
- Assisting graduates in finding successful careers.
- Assisting employers in finding qualified candidates.
- Providing career guidance and information in collaboration with the Counseling Services Office.
- Assisting faculty and support staff in providing an educational experience that is conducive to student professional development and employability.

III. ORGANIZATIONAL STRUCTURE

- Director
- Career Services Associate
- Administrative Assistant
- Part-time college student employees



IV. CAREER NET



- Interviewing
- Recruiting
- Position announcements
- Search resumes
- Interview scheduling
- Statistical analysis
- Resume review
- Post resume
- Search position database
- Receive announcements
- Interviewing

V. GOALS AND OBJECTIVES

- Be responsive to employer within one business day.
- Assist the campus recruiter to assure maximum productivity of the visit (effective use of Career Net, guidelines for employer visit, survey, student reminders, arrange information sessions).
- Achieve 85% response rate for graduate surveys.
- Increase effectiveness and usage of Career Net and Montage Talent Portfolio (workshops, seminars, group/class presentations).
- Increase awareness of internship, co-op and full-time opportunities (via Career Net and other means as appropriate).
- Fully utilize the technology available to provide information about services and resources in the Career Services Office.
- Provide students and alumni with resources and knowledge to produce a quality resume and cover letter (workshop/workbook/one-on-one counseling).
- Assist students and alumni in developing self-marketing strategies and professional communication skills.
- Increase awareness of opportunities and resources available through the Career Services Offices.
- Provide support and resources for professional staff development (literature, conference and workshop/seminars and professional organizations).
- Provide educational programming – workshops and seminars.