

UTD CAREER CENTER

ASSISTANT TO THE VICE-PRESIDENT OF STUDENT AFFAIRS

MICHAEL DOTY, INTERIM DIRECTOR

Mission Statement

In support of the UT Dallas mission to provide high quality education, research and service, the UT Dallas Career Center is committed to the following threefold mission:

1. To prepare students and alumni for a lifetime of career transitions through comprehensive career education programs, which address their diverse and multidimensional needs.
2. To partner with employers to develop and implement effective and efficient campus relations programs.
3. To enhance the academic mission of the university as it relates to the career education of students by collaborating and partnering with faculty and staff from all disciplines.

Major Goals and Priorities for FY2005, FY2006

1. Expand and nurture strategic partnerships with organizations recruiting UTD students for employment opportunities
2. Integrate the career development model into the curriculum through established strategic internal partnerships
3. Expand the Student Employment Program in order to develop additional opportunities for students seeking part-time employment
4. Emphasize quality customer service through process improvement, marketing efforts and staff development

Documentation on processes used to monitor performance, evaluate results, and improve future performance (Metrics and process improvement)

KPM: Expand and nurture strategic partnerships with organizations recruiting UTD students for employment opportunities

Defined as: Enhancing existing collaborative relationships with employing organizations interested in UTD talent and developing new collaborative relationships to increase expertise and opportunities for UTD students and alumni.

FY2006 Action Items:

- Expand employer outreach by creating stronger affiliations with local, regional and national organizations and associations
- Provide an educational/appreciation program for employers, focusing on the development of an effective campus relations program
- Continue to strengthen ties to UTD Development and Alumni offices
- Coordinate organization partnership efforts with peer program (School of Management Career Programs Office, School of Social Sciences and the School of Engineering & Computer Science Industrial Practice Program)
- Maintain memberships and participate in conferences of professional associations, including NACE, SWACE, CEIA, TxCEIA, MAC3, etc.
- Develop a research plan to determine what employers are looking for in potential employees and how UTD graduates measure up
- Host annual meeting of departmental internship liaisons

Current Measure: Compile statistical data as to the number and types of organizations who are recruiting UTD students. Participating employers are asked to complete evaluation forms and surveys for each activity or service in which they participate. Student and alumni are asked to evaluate their experiences with individual organizations and to give feedback about the number and range of employers with a presence on campus.

How used to improve performance: Data is compiled and reviewed by the leadership team as a foundation for continuous process improvement efforts.

KPM: Integrate the career development model into the curriculum through established strategic internal partnerships

Defined as: Building and expanding a comprehensive career education program for UTD students and alumni based upon a philosophy that career development is a cyclical, lifelong process requiring varying resources, services and strategies for different life stages, roles, responsibilities and career paths.

FY2006 Action items:

- Implement the Peer Career Assistant program
- Expand satellite office hours in various schools
- Implement a career course for students in the School of Natural Sciences and Mathematics and in the School of Engineering and Computer Science for elective credit
- Implement on-line career assessments
- Review & update all career seminars and propose appropriate new career education programs
- Develop training modules for the internet
- Work closely with various schools to provide services, resources and career programming specific to their majors
- Maintain memberships and participate in conferences of professional associations, including NCDA, ACA, and TCA, etc., as budget allows
- Develop proposal for a career information by major project
- Evaluate and expand group career counseling project
- Establishing a partnership with the UTD Development and Alumni office to further enhance the Career Mentor Network program

Current measure: Collect feedback from participants through evaluation forms, surveys, focus groups and anecdotal records. Career Center staff members set related individual goals that become the foundation for annual performance appraisals. In addition, progress is monitored through bi-monthly staff meetings and regular team meetings.

How to improve performance: Collected information is reviewed by the leadership team and then disseminated to the team members for continuous process improvement efforts. On-going training is also provided for staff members.

KPM: Expand the Student Employment Program in order to develop additional opportunities for students seeking part-time employment

Defined as: Utilizing all available resources to expand opportunities to the qualified student. Helping students to see the value of their part-time employment as being integral to their career development.

FY2006 Action items:

- Maintain memberships and participate in conferences of professional associations, including NSEA and SASEA, as budget allows
- Update the student employment manual
- Hold student employment information sessions for students
- Hold student employment training sessions for campus departments
- Develop PowerPoint training module on student employment
- Develop potential community service positions for work-study students
- Expand part-time job opportunities for non-work-study students

Current measure: Maintaining a formal system for identifying, reviewing and evaluating core processes to facilitate enhancements. Collect feedback from participants through evaluation forms, surveys, and anecdotal records to measure the effectiveness of systems, processes and procedures.

How to improve performance: Data is compiled and reviewed by the leadership team for continuous process improvement efforts.

KPM: Emphasize quality customer service through process improvement, marketing efforts and staff development

Defined as: Customer satisfaction related to the services, programs, resources, and staff interaction, as well as awareness of students, staff, faculty and employers as to the services provided by the UTD Career Center.

FY2006 Action items:

- Integration of the Career Center into the UTD website
- Implement career-related list serves and web-based seminars
- Pursue the possibility of the Graduate Follow-up Survey becoming a requirement of graduation for all students
- Enhance marketing efforts through stronger partnerships with other Student Life units and participation in their various programs
- Connect with student organizations more proactively to promote the Career Center and to offer career programs to their members

Current measure: Maintaining a formal system for identifying, reviewing and evaluating core processes to facilitate enhancements. Collect feedback from participants through evaluation forms, surveys, and anecdotal records to measure the effectiveness of systems, resources, interactions with staff, processes and procedures.

How to improve performance: The leadership reviews the compiled information and uses it as a foundation for continuous process improvement efforts.