Division of Student Affairs
Submitted by Jenna Crabb, Director

TABLE OF CONTENTS

Table of Contents ...................................................................................................................... 1
Mission Statement ...................................................................................................................... 2
Executive Summary .................................................................................................................. 2-4
2008 – 2009 Goals and Assessments ..................................................................................... 4-9
2009 – 2010 Goals ................................................................................................................... 9-12
Fiscal Update .......................................................................................................................... 12
Director and Staff Participation on Committees ................................................................... 12-16
Staffing Update for July 1, 2008 – June 30, 2009 ................................................................. 17
Organization Chart .................................................................................................................. 17
MISSION STATEMENT

UNM Career Services must support the mission, academic programs, and advancement of the University of New Mexico. Within this context, the primary purpose of the Career Services Center is to assist students and alumni in developing, evaluating, and/or implementing career, education, and employment decisions.

EXECUTIVE SUMMARY

Departmental Services:

Career Advisement

Our office provides professional career advisement to current UNM students as well as UNM alumni and community members. Career Development Facilitators (CDFs) are available through appointments or walk-ins to assist students with choosing or changing their major, assessing abilities, interests and values, clarifying career goals, writing a resume or cover letter, preparing for interviews, conducting a job search or preparing to attend graduate school.

Career Fairs

We organize and host several career and information events each semester providing UNM students and alumni with the opportunity to network with employers/recruiters, to learn more about a variety of occupations, and to find employment. Our main career events each academic year are: the Career Expo (February), the Educators’ Job fair (April), the Hispanic Engineering and Science Organization (HESO) Career Fair (September), the Business School Fair (September), the Graduate and Professional School Fair (October) and the Public Service Career Showcase (November).

Career Resource Lab

Our comprehensive, state of the art electronic resource lab, also known as the Cyber Cafe, with 12 computer workstations, is designed to support all facets of the career development and job search needs. In addition, we provide complementary coffee for current UNM students registered with our office.

Cooperative Education

The University of New Mexico Cooperative Education Program, or what is commonly referred to as "Co-op", provides students with a unique opportunity to combine real work experience with...
their academic studies. Co-op students work as paid professionals in various positions that are degree related. This professional experience will be reflected on the student's academic transcript giving him/her a competitive advantage in the job-search process.

**Job/Internship Listings**

Registered students have access to Lobo Career Connection connecting them with hundreds of job/internship postings, actual employer contacts, and career/industry profiles nation-wide. In addition, this database provides connections to a professional network of mentors in their desired industry.

**On-Campus Recruiting**

Our office provides students and employers an opportunity to meet face-to-face. This time-saving, cost-effective service allows students to have their resumes screened by employers and be selected to interview on campus for employers' job opportunities. Students must be registered with our office in order to participate in the on-campus recruiting program.

**Student Conference Award Program**

The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend an academic or professional conference in their field of study. The maximum award is $600.00 and may include: round trip travel, lodging, airport shuttle or taxi fees, and conference registration fees.

**Workshop Series**

We host multiple workshops each semester focusing on topics such as resume writing, working a career fair, dining etiquette, interviewing, and many more. Furthermore, our CDFs provide tailored presentations for many student organizations, and undergraduate and graduate classes upon request.

**Departmental Programming:**

We currently coordinate with most departments on campus. Each of the CDFs is a liaison to a respective college and area (Greek Life, Residence Life, Ethnic Centers, and Women’s Resource Center). In addition, we assist the Hispanic Engineering and Science Organization financially by allowing them to sponsor our career fair in the fall. In the past year we “took over” the Pre-Law School Fair. We also collaborate with AFROTC, Accessibility Resource Center, New Student Orientation, CEOP, Athletics, ASM, Human Resources, Student Employment, Enrollment
Management, UNM Foundations, Graduate Studies, Alumni Relations, Law School, Library, University College, Mentoring Institute, Academic Advising for all colleges, SUB, and University Communication and Marketing. Lastly, we present for faculty and staff on various programs. Please see Staff Development and Committee section for more information.

Student Support:
We currently have five (5) student employees; three students work at the front desk; one works as an intern with our LAN Administrator; and one is a Graduate Project Assistant for our Employer Relations and Career Development Facilitator teams. The students attend regular staff meetings and trainings as appropriate to their positions.

Every semester we hold a staff and team development which consists of learning opportunities and professional development – both individually and as a team.

2008 – 2009 GOALS AND ASSESSMENTS

1. **Goal: Increase the number of employers registered with UNM Career Services.**

**What:** Increase number of employers registered and recruiting with UNM Career Services

**Why:** To promote awareness and participation with top employers nationally and state-wide; To offer our students and alumni more and a broader selection of part-time, full-time, coop and internship employment opportunities.

**How:**

a) Recruit specific employers in Albuquerque through scheduled meetings, direct mailings and contacts.
b) Through membership in professional organizations.
c) Building and maintaining relationships with employers who value the skills our students are learning and the diversity they offer.
d) Regular email invitations to participate in upcoming career events.
e) Connecting employers to faculty in the academic programs of interest to the employer.
f) Continue to host and improve upon delivery of annual Career Expo, annual Educator’s Fair, Science and Engineering Career Fair, Accounting Career Fair, Public Service Career Showcase, Graduate and Professional School Fair (now combined with the Pre-Law School Fair) and the Architecture and Planning Career Fair.
g) Serve as a resource to the Albuquerque Economic Development Council, the Albuquerque Chamber of Commerce, the Hispano Chamber of Commerce, the University Foundation and the Federal Executive Board by providing employment statistics and recruiting services to new and prospective Albuquerque employers.

h) Continue to be a resource to employers seeking employer information/statistic about UNM graduates.

i) Work with CNM to provide a collaborative resource for our collective students and employers.

j) Maintain a strong leadership role with the New Mexico Consortium of Career Educators and Employers (NMCCEE).

**Measured Results:**

**On-Campus Recruiting/Career Fair Program Outcomes:**

- **Fall 2008**
  - Total Number of OCR Schedules/Events: 143 OCR Schedules and 5 Career Fair Events
  - Total Number of Organizations: 334 Total; 52 (OCR); 282 (Event Participants)
  - Total Number of Organizations Hiring for NM Employment: 79 Total; 18 (OCR) and 61 (Event Participants)
  - Total Number of Student Contacts: 4,052 Total; 1,311 (OCR); 2,741 (Event)

- **Spring 2009**
  - Total Number of OCR Schedules/Events: 54 Total OCR Schedules and 3 Career Fair Events
  - Total Number of Organizations: 208 Total; 30 (OCR); 178 (Event Participants)
  - Total Number of Organizations Hiring for NM Employment: 94 Total; 11 (OCR); 83 (Event Participants)
  - Total Number of Student Contacts: 5,014 Total; 193 (OCR); 4,821 (Event Participants)

**Outcome Measurements**

- Number of participants (recruiters/employers). Data collected via eRecruiting/Lobo Career Connection report functions and outreach to recruiters.
- Number of participants (students/alumni). Data collected via eRecruiting/Lobo Career Connection and headcounts at outreach events, report functions and outreach to recruiters.

**2. Goal:** Reorganize the liaison model for the Career Development Facilitators with their respective colleges.

**What:** Reorganize the liaison model for the Career Development Facilitators (CDF) with their respective colleges.

**Why:** To deliver career information tailored to the specific disciplines offered in each of the targeted schools/colleges; provide collaboration between target colleges within the University to provide improved career development services.
Division of Student Affairs
Submitted by Jenna Crabb, Director

How:

a. Analyze the desired time spent in each college area to maximize the efforts put forth by each of the CDFs in their respective areas.

b. Make each CDF more familiar with all colleges (generalist), but maintain a direct impact through faculty and staff contact.

c. CDFs will contact their respected college at the beginning of each semester to connect with faculty, staff and students

d. Training will consist of an overview of all specific college areas to provide better quality service to students.

e. Training will also be conducted in terms of a career development model.

f. Provide on-going in-service training in areas of counseling and career development

Measured Results:

Each Career Development Facilitator (CDF) is assigned as a liaison to a specific college within UNM. All the colleges are represented; two colleges, Anderson School of Management and School of Engineering both have on-site hours conducted by one of our CDF staff.

2008-2009 Total Appointments and Walk-ins*:

<table>
<thead>
<tr>
<th></th>
<th>Total Presentations</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2008</td>
<td>101</td>
<td>201</td>
</tr>
<tr>
<td>August 2008</td>
<td>258</td>
<td>241</td>
</tr>
<tr>
<td>September 2008</td>
<td>197</td>
<td>132</td>
</tr>
<tr>
<td>October 2008</td>
<td>188</td>
<td>75</td>
</tr>
<tr>
<td>November 2008</td>
<td>132</td>
<td>41</td>
</tr>
<tr>
<td>December 2008</td>
<td>124</td>
<td>58</td>
</tr>
</tbody>
</table>

*Regular appointments are 1 hour in duration; walk-in appointments are 15-20 minutes in duration. Assessment appointments and mock interviews are 1.5 hours in duration.

Presentations:

Presentation Topics: Parent workshops, overview of career services, exploring careers, federal jobs, cover letter, resume, interviewing, how to work a career fair, applying to graduate school, applying to jobs at UNM, finding a major, assessment interpretations, job searching, networking, jobs in specific major fields.
In addition, the Student Conference Award Program, with funding from Student Fee Review Board, has been increasingly successful.

**Student Conference Award Program (S-CAP) Outcomes:**

**Fall 2008**
9 approved Graduate Students applications, 15 on a waiting list
3 approved Undergraduate applications, 0 on waiting list
Fall – Amount Requested: $15,654.30
Fall – Total Awarded: $10,620.56

**Spring 2009**
10 approved Graduate Students applications, 29 on a waiting list
10 approved on Undergraduate applications, 6 on a waiting list
Spring- Amount Requested: $29,417.44
Spring – Total Awarded: $10,836.68

<table>
<thead>
<tr>
<th>Month</th>
<th>Approved Graduate Students</th>
<th>Approved Undergraduate Students</th>
<th>Requested</th>
<th>Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2008</td>
<td>9</td>
<td>3</td>
<td>$15,654.30</td>
<td>$10,620.56</td>
</tr>
<tr>
<td>Spring 2009</td>
<td>10</td>
<td>10</td>
<td>$29,417.44</td>
<td>$10,836.68</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFRB Funds 2008/2008</td>
<td>$21,980.00</td>
</tr>
<tr>
<td>Other Funding</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fall Avail 7/1/08-12/31/08</td>
<td>$10,990.00</td>
</tr>
<tr>
<td>Spring Avail 1/1/09-6/30/09</td>
<td>$10,990.00</td>
</tr>
<tr>
<td>Fall Grad Students</td>
<td>$8,868.71</td>
</tr>
<tr>
<td>Fall Undergrad Students</td>
<td>$1,751.85</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td>$10,620.56</td>
</tr>
<tr>
<td>Spring Grad Students</td>
<td>$5,673.16</td>
</tr>
<tr>
<td>Spring Undergraduates</td>
<td>$5,163.52</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td>$10,836.68</td>
</tr>
<tr>
<td>Total Spent 2008/2009</td>
<td>$21,457.24</td>
</tr>
</tbody>
</table>
3. **Goal: Coordinate the Graduate Follow-Up Survey**

**Why:** To benchmark program/service participation levels and effectiveness for retention and recruitment efforts.

**How:**
a. Create a new and updated survey in order to meet the demands and accreditation information needed from colleges and the University  
b. Continue to conduct the Graduate Follow-Up Survey in a timely manner.  
c. Utilize Student Voice for survey.  
d. Conduct phone surveys as needed.  

**Measured Result:**  
We have created a new survey based on research and benchmarking from other institutions as well as input solicited from the Dean’s from each college and Alumni Services. We are in the process of analyzing the 2007 graduate data at time of report. The 2008 data is being collected at this time.

4. **Goal: Staff Development**

**Why:** Improve job related knowledge and skills of all staff; there is a direct correlation between staff knowledge and skill level and their ability to provide quality career advisement to the students and alumni of UNM.

**How:**
a. Require all Career Development Facilitators to gain their Career Development Facilitator Certification through our office (Teach the curriculum each spring through UNM Continuing Education).  
b. Understand the program requirements of their respective school/college, related career opportunities and requirements, and to develop related employment opportunities locally and nationally.  
c. Create and provide employee development by providing in-house training opportunities,  
d. Support New Mexico Counseling Licensure requirements for our staff.  
e. Support and ensure career ladder and career advancement opportunities for all staff.  
f. Support continuing education  
g. Support participation in national organizations/conference  
h. Assist with and implement the development of a customer services training program for all university student employees (with Kim Kloeppel, Fiscal and Planning Officer).  

**Measured Result:** Staff retention; Career Development Facilitators fully trained.  
We have maintained the same staff for the last year. Three FT CDFs are licensed counselors: 1 maintains LPCC licensure; 2 maintain LMHC licensure. All GCDFs are certified as Global Career Development Facilitators. Director is licensed as a LPC and GCDF as well. Director is certified as Trainer for GCDF.
certification and teaches a certification course through UNM Continuing Education every Spring semester.

5. **Goal: Organizational Involvement**

*Why:* Improve visibility of Career Services within the University, Albuquerque and State-wide.

*How:*

a. Maintain membership with organizations, including but not limited to: Albuquerque Economic Development, National Career Development Association, National Association for colleges and Employers, National Association for Student Personnel Administrators, American Counseling Association, Rocky Mountain Association of Colleges and Employers, New Mexico Counseling Association, New Mexico Consortium of Career Educators and Employers, Mountain Pacific Association of Colleges and Employers, and the Federal Executive Board.

b. Active Leadership roles in Associations and Membership.

c. Maintain collaborative relationship with departments within UNM, including Foundations, Athletics, Academic Affairs and the Student Affairs Division.

d. Maintain collaboration with CNM; proposal initiated for French Family of Companies.

*Measured Result:*

Please see section below on staff participation on committees.

### 2009-2010 GOALS

1. **List Goal #1:**

*What:* Increase number of employers registered and recruiting with UNM Career Services

*Why:* To promote awareness and participation with top employers nationally and state-wide; To offer our students and alumni an increased and broader selection of part-time, full-time, coop and internship employment opportunities.

*How:*

a) Recruit specific employers in Albuquerque through scheduled meetings, direct mailings and contacts.

b) Through membership in professional organizations.

c) Building and maintaining relationships with employers who value the skills our students are learning and the diversity they offer.

d) Regular email invitations to participate in upcoming career events.

e) Connecting employers to faculty in the academic programs of interest to the employer.

f) Continue to host and improve upon delivery of annual Career Expo, annual Educator’s Fair, Science and Engineering Career Fair, Accounting Career Fair, Public Service Career
Showcase, Graduate and Professional School Fair (now combined with the Pre-Law School Fair) and the Architecture and Planning Career Fair.

g) Serve as a resource to the Albuquerque Economic Development Council, the Albuquerque Chamber of Commerce, the Hispano Chamber of Commerce, the University Foundation and the Federal Executive Board by providing employment statistics and recruiting services to new and prospective Albuquerque employers.

h) Continue to be a resource to employers seeking employer information/statistic about UNM graduates.

i) Work with CNM to provide a collaborative resource for our collective students and employers.

j) Maintain a strong leadership role with the New Mexico Consortium of Career Educators and Employers (NMCCEE).

**Measured Result:** Increase number of On-Campus Recruiting events as well as continue to increase Career Fair attendance by participants and employers.

2. **List Goal #2:**

**What:** Successfully accomplish the New Mexico Higher Education Hiring Initiative Grant (NM Career Match) with Albuquerque Economic Development – phase 1.

**Why:** To deliver career information, specifically employer links and job announcements in New Mexico to UNM’s alumni and CNM’s alumni to recruit our talent back to NM.

**How:**

a. Marketing and outreach to alumni in coordination with CNM and UNM’s alumni offices.

b. Utilize the alumni database (through our office) to organize the information (employers, jobs, jobseekers).

c. Regularly meet with AED’s Coordinator, Mikelynn Romero, and CNM’s staff.

d. Hire a part time intern to help with outreach to employers in New Mexico.

**Measured Result:** These are the metrics we are anticipating:

1. At least 1,000 job seekers registrations on the New Mexico Higher Education Hiring Network website (NMCareer Match)

2. At least 150 industry or employer registrations on the New Mexico Higher Education Hiring Network website (NMCareer Match)

3. At least 200 posted job positions on the New Mexico Higher Education Hiring Network website (NMCareer Match)

4. At least 50 job matches as a result of positions on the New Mexico Higher Education Hiring Network website (NMCareer Match)

3. **List Goal #3:**
What: Coordinate the Graduate Follow-Up Survey

Why: To benchmark program/service participation levels and effectiveness for retention and recruitment efforts.

How:

a. Create a new and updated survey in order to meet the demands and accreditation information needed from colleges and the University
b. Continue to conduct the Graduate Follow-Up Survey in a timely manner.
c. Utilize Student Voice for survey.
d. Conduct phone surveys as needed.

Measured Result: Completion of a report generated to administration.

4. List Goal #4:

What: Staff Development

Why: Improve job related knowledge and skills of all staff; there is a direct correlation between staff knowledge and skill level and their ability to provide quality career advisement to the students and alumni of UNM.

How:

a. Require all Career Development Facilitators to gain their Career Development Facilitator Certification through our office (Teach the curriculum each spring through UNM Continuing Education).
b. Understand the program requirements of their respective school/college, related career opportunities and requirements, and to develop related employment opportunities locally and nationally.
c. Create and provide employee development by providing in-house training opportunities,
d. Support New Mexico Counseling Licensure requirements for our staff.
e. Support and ensure career ladder and career advancement opportunities for all staff.
f. Support continuing education
g. Support participation in national organizations/conference

Measured Result: Staff retention; Career Development Facilitators will be fully trained.

5. List Goal #5:

What: Organizational Involvement

Why: Improve visibility of Career Services within the University, Albuquerque and State-wide.

How:
a. Maintain membership with organizations, including but not limited to: Albuquerque Economic Development, National Career Development Association, National Association for colleges and Employers, National Association for Student Personnel Administrators, American Counseling Association, Rocky Mountain Association of Colleges and Employers, New Mexico Counseling Association, New Mexico Consortium of Career Educators and Employers, Mountain Pacific Association of Colleges and Employers, and the Federal Executive Board.

b. Active Leadership roles in Associations and Membership.

c. Maintain collaborative relationship with departments within UNM, including Foundations, Athletics, Academic Affairs and the Student Affairs Division.

d. Maintain collaboration with CNM; proposal initiated for French Family of Companies.

**Measured Result:** Increase outreach in other departments and outside constituents.

**FISCAL UPDATE**

The Office of Career Services was able to fund several endeavors this past year. We had purchased new software to update our employer and job databases to include a resume building program as well as an alumni database. This alumni database will be used in conjunction with AED for a project to “retain our graduates” upon graduation. Although the economy has had issues this past year, Career Services maintained and/or increased our career fair numbers as well as our on-campus recruiting efforts. We are seeing an increase in the amount of students, alumni and community members utilizing our services. Our challenge for next year: we expect a decrease in attendance of employers and revenue from our events due to the economy.

**DIRECTOR PARTICIPATION ON COMMITTEES**

**JENNA CRABB, Director**

**University Committees:** Student Graduation and Engagement Task Force, Academic Advisor Task Force, Academic Advisor Training, Assessment Committee, Partnership for Public Service Initiatives, On-Line Customer Service Training Program, Division of Student Affairs Awards committee, Golden Key National Honor Society Chapter Advisor, Member of the Manager for Career Services Search Committee for Anderson School of Management, Member of the UNM Management Negotiating Team, Co-Facilitator for Student Affairs Hot Topics Retreats,

**Professional Involvement:** member-Past President NMCA, NMCD, ACA, NCDA, ACES, AMCD, ACCA, NACE, MPACE, President/Past president of NMCCCE, President/past president of NMCA. Presentations to local businesses and corporations. Annual Presenter at NMASAP Symposium.

**Community Involvement:** Adjunct Professor: UNM and NMHU-Rio Rancho; NM Career Match administrator with AED, French’s Family of Companies, WIRED initiatives, UNM Foundations, Department of Labor, Rio Rancho Economic Development, various employers and organizations within New Mexico and nationally, Albuquerque Chamber of Commerce, Hispanic Chamber of Commerce, Presentations to Tribal Educators in Santa Fe.
Development: Completing PhD in Counselor Education with a minor in Organizational Learning and Instructional Technology (OLIT); Teaching-Graduate Counseling classes and Graduate OLIT classes; Attend and present at national and state wide conferences; present various topics to organizations and corporations around New Mexico.

Collaboration with Student Affairs departments: Accessibility Resource Center, SUB, CEOP, Dean of Students, Residence Life, Mentoring Institute, Title V, Parent Relations Office, Student Activities Center, Student Counseling, AFROTC, ARMYROTC, Women’s Resource Center.

Collaboration with campus departments: HR, University College, University College Advisement Center, Office of Graduate Studies, PNMGC, SOE-Student Services, ASM-Career Services, El Centro de la Raza, AISS, Enrollment Management, all the colleges within UNM, and the branches of UNM.

Staff Participation on Committees

MARTY APODACA, CDF 1
University committees: NMCA and NMCDA Member
Professional involvement: none
Development: Creative Writing 322
Collaboration with campus departments: School of Engineering: Weekly Office Hours, Multiple Presentations, Collaboration with SWE, WISE, NSF Scholars and AISES, School of Architecture and Planning: Previous Weekly Office Hours, Multiple Presentations, College of Education, Student Organizations

JAYSON CAPPS, Senior Graphic Designer
University Committees: Student Affairs Marketing and Branding Committee, Graduation Task Force Engagement Committee.
Professional Involvement: NMCCEE, MPACE
Community Involvement: NM Career Match with Albuquerque Economic Development and Rick Johnson and Company
Development: Adobe Premier Video Editing
Collaboration with Student Affairs departments: SUB, Parent Relations, Student Affairs Fellow
Collaboration with campus departments: University Communications and Marketing, ASM, College of Education
CATHY (MARY CATHERINE) CHALK, Supervisor, Administrative Support
University Committees: None
Professional Involvement: None
Community Involvement: Old Town Optimist club
Development: Currently a Non-degree student taking an Anthropology 161 course
Continuing Education: Accounting Principles I, Hyperion Finance Reports for End Users, Managing/Eliminating Stress. Employee & Organizational Development, Bursting Through Communication Chaos, Budget Planner Working Session, Getting Ready for Year End Projections, Mid-Year Reviews and Lab, UNMJobs Department Originator Training for Staff/Student, UNMJobs Department Originator Training Staff, UNMJobs Department Originator Training Student, Understanding NSF in Banner and Lab, P-Card for purchasing Airline Tickets.
Collaboration with Student Affairs departments: None
Collaboration with campus departments: Getting Funded, present information on S-CAP for grad students, have participated in Banner User Group meetings to keep current with all Banner processes.

ANGELA CHAVEZ-BROCK, CDF 2
University committees: N/A
Professional involvement: NCDA, ACA, NMCA, NMCDA, NASPA, Conferences: NCDA, NMCDA, NMCA, Diversity Conference, NM student affairs symposium.
Community involvement: Coordination and contacting of employers for etiquette dinner, Tours of organization in Albuquerque (OMI, Ethicon, Zoo, Art history museum, Lab program at UNM, FAA), Believe in New Mexico Girls Conference.
Development: Biology 123, Clinical Supervision, Choices training, and Banner training.
Collaboration with Student Affairs departments: Coordination of Loboration table, Coordination of Parent Orientation speakers, Speaker for Loboration Career Services overview as well as redefining relationships, coordination with OIPS for co-op, presentation for OIPS international students,
Collaboration with campus departments: Collaboration: architecture, education, co-op, graduate studies coordination, Anderson School of Business, CNM transfer days table, teaching sophomore seminars, New grad student orientation table, New college of education grad student table, el centro table, Biology table.

AUTUMN COLLINS, CDF 1
University committees: N/A
Professional involvement: NCDA, ACA, NMCA, NMCDA, NASPA, Conferences: NCDA, NMCDA, NMCA, Diversity Conference, NM student affairs symposium.
Community involvement: attended tours of organization in Albuquerque (OMI, Ethicon, Zoo, Art history museum, Lab program at UNM, FAA), Believe in New Mexico Girls Conference.
Development: Choices training, and Banner training, Various EOD classes, Educational Leadership classes, completed Master’s degree at NMHU. Taught MGMT 398 course 3 times.
Collaboration with Student Affairs departments: Loboration table, Speaker for Loboration Career Services overview, Housing liaison.
Collaboration with campus departments: Student athletes, ASM, Fine Arts liaison.
Division of Student Affairs
Submitted by Jenna Crabb, Director

LESLEY DAVIDSON-BOYD, Manager, Career Counseling
University Committees: Student Engagement Task Force, New and Professional Graduate Student Orientation, Staff Council Grade 13 Rep
Professional Involvement: member-NMCA, NMCDA, ACA, NCDA, ACES, NACE, Chi Sigma Iota, Counselors in Action, VP Professional Development-NMCA and President-Elect-NMCA
Community Involvement: Volunteer-Alta Monte Child Development Center, Adjunct Professor: UNM and NMHU-Rio Rancho, volunteer Believe in New Mexico Girls Conference, UNM International Women’s Day Celebration volunteer
Development: Teaching-Counseling Foundations, FIG: Social Norms, Group Counseling, And Sophomore Seminar in Career Development
Collaboration with Student Affairs departments: OIPS, WRC, Dept of VA Affairs, Dean of Students, Title V, open houses for AFROTC, UNMCC, and WRC.
Collaboration with campus departments:
HR, UC, UCAC, OGS, PNMGC, SOE-Student Services, ASM-Career Services, El Centro, AISS

KEITH HITZ, On-Campus Recruiting Coordinator
University Committees: Graduate Task Force and Student Engagement Committee, Facebook Users Group.
Professional Involvement: NMCCEE, NASPA
Community Involvement: None
Development: Currently pursuing a Master’s of Public Administration
Collaboration with Student Affairs departments: Through the Graduate Task Force Committee: Dean of Students, Student Activities.
Collaboration with campus departments: Public Administration, Anderson School of Management Career Service Center, School of Engineering, UNM Event Planning.

LALITA LOPEZ, Administrative Assistant 2
University Committees: None
Professional Involvement: None
Community Involvement: None
Development: Currently pursuing a Bachelor's Degree in Contemporary Dance
Employee & Organizational Development: Communicating Effectively with your Staff, Treating Customers Right, Building a Collaborative Team: Essentials of Team Effectiveness, Fish! Energizing your Workplace and Delighting Customers.
Collaboration with Student Affairs departments: None
Collaboration with campus departments: None

MARY MONTANO, Placement Manager
University Committees: None
Professional Involvement: RMACE, NACE, NMCCEE
Community Involvement: NM WIRED/AED/NMCM Project (Mikelynn Romero); SFCC Spring 2009 Career Fair support; CABQ Spring 2009 Career Fair Support
Development: In Their Shoes Assessment (Disability) Training; UNM Sexual Harassment Online Training; Strengths Finder Program; Registered Apprenticeship presentation (Eliza Castillano, NMCCEE/NM Workforce Solutions); Focusing on Abilities presentation (NM HSD, Governor’s Commission on Disability, Div. of Vocational Rehabilitation, NM Dept of Workforce Solutions); AF/Army ROTC Open House presentation; UNM Retirement 101; Helping the Disabled Become Employed, Eddie Paulsgrove, US Army Corps of Engineers.

Collaboration with Student Affairs departments: None
Collaboration with campus departments: Overseeing OCR for ASM; Overseeing Career Fairs for HESO, ASM, School of Architecture & Planning

RICHARD ROSS, CDF 1
University committees: Senior experience committee
Professional involvement: NMCA, NMCDA, NMGCDF, BOHICA
Community involvement: AYSO Soccer, Children’s Ministry Director/and teacher
Development: Weight Lifting, Karate, and Ed Leadership
Collaboration with Student Affairs departments: Student Affairs Fellowship, LOBOrientation
Collaboration with campus departments: El Centro, AISS, AASS, University College

NATHAN SWEET, LAN Administrator
University committees: IT-Agents, Student Affairs Marketing and Branding Committee, Student Affairs IT.
Professional involvement: None
Community involvement: None
Development: None
Collaboration with Student Affairs departments: CEP/CEOP, Vice President’s Office for Student Affairs
Collaboration with campus departments: BA/MD program

CASSANDRA COSTLEY, Graduate Project Assistant
University committees: New Graduate and Professional School Orientation Committee
Professional involvement: Public Administration Graduate Student Association: Vice President, and GPSA Representative.
Development: Public administration graduate courses
Collaboration with Student Affairs departments: None
Collaboration with campus departments: UNM HR

STUDENT STAFF:
Gonzo Olivas: Pursuing a Bachelor of Science in Psychology, with a minor in Chemistry & Bachelor of Arts in Chemistry, with a minor in Biology
Thomas Verstynen: Pursuing a Master’s in Public Administration
Hau Ngoc (Tommy) Nguyen: Pursuing a Bachelor of Business Administration & Management, concentrating in International Management

Mario Seifert: Pursuing a Bachelor of Computer Science Degree.

**STAFFING UPDATE (JULY 1, 2008– JUNE 30, 2009)**

**Staff Appointments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesley Davidson-Boyd</td>
<td>August 21, 2008</td>
</tr>
</tbody>
</table>

**Staff Separations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Separation</th>
</tr>
</thead>
</table>

**ORGANIZATION CHART**