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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, faculty and staff 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), Architecture and Planning Career Fair (March), 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, LGBTQ Resource Center, Veterans Affairs Center and Women’s Resource Center). In addition, we assist the Hispanic Engineering and Science Organization financially by allowing them to co-sponsor our career fair in the fall. The ROTC programs assist us with career fair prep – which in return, we waive their registration fee for our career fair events. The Pre-Law School Fair is partnered with the Graduate and Professional School Fair. We also collaborate with AFROTC, Accessibility Resource Center, New Student Orientation, CEOP, Athletics, ASM, Human Resources, Student Employment, Enrollment Management, UNM Foundation, Office of Graduate Studies, PNMGC student organization, Alumni Relations, Law School, Library, University College, Mentoring Institute, Academic Advising for all colleges, SUB, CAPS, Libraries, Ethnic Centers, Women’s Resource Center, and University Communication and Marketing. Lastly, we present career workshops for faculty and staff on various topics. Please see Staff Development and Committee section for more information.
Student Support:
We currently have four (4) student employees; two students work at the front desk; one works as an intern for our Employer Relations team and another as a Graduate project assistant for the career counseling area. 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.

2009 – 20010 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 Outcomes:**
- Fall 2009
  - Total Number of OCR Schedules/Events: 91
  - Total Number of Organizations: 52
  - Total Number of Organizations Hiring for NM Employment: 20
  - Total Number of Student Contacts: 1,076
- Spring 2010
  - Total Number of OCR Schedules/Events: 53
  - Total Number of Organizations: 32
  - Total Number of Organizations Hiring for NM Employment: 24
  - Total Number of Student Contacts: 491

**Career Fair Outcomes:**
- Fall 2009 (Science and Engineering Career Fair, Business Career Fair, Graduate and Professional School Fair, and Public Service Career Showcase)
  - Total Number of Organizations: 259
  - Total Number of Student Contacts: 4130
- Spring 2010 (Career Expo, Educators Career Fair*)
  - Total Number of Organizations: 121
  - Total Number of Student Contacts: 2525
*Note: Architecture and Planning Career Fair took place – but only had 4 employers and did not collect data on student attendance.

**Outcome Measurements**
- Data collected via Lobo Career Connection and headcounts at outreach events, report functions and outreach to recruiters.

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

**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 Symplicity 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.

Outcome Measurements:
As of this report – the NM Career Match grant has ended effective August 31, 2010. At that point, the
NM Career Match project has been turned over to Career Services to administer. We recently conducted
a survey to question our employer contacts within the database to see the overall satisfaction with the
service.
The highlights of the survey:
46% rated the website above average; 35% rated the website average.
64% had posted a job on the site.
66% rated the website job posting capability as easy.
44% had interviewed 1-5 job seekers; 11% interviewed 26-30 job seekers.
22% had hired at least one person.
71% would recommend the site to other companies.

*Due to the low response rate – we are possibly sending out the survey again to gather a better response
rate.

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:
Data for 2007 graduates:

<table>
<thead>
<tr>
<th>Solicited</th>
<th>Responded</th>
<th>Response Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2617</td>
<td>968</td>
<td>36.99%*</td>
</tr>
</tbody>
</table>
Data for 2008 graduates:

<table>
<thead>
<tr>
<th>Solicited</th>
<th>Responded</th>
<th>Response Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355</td>
<td>867</td>
<td>36.8%*</td>
</tr>
</tbody>
</table>

*Note: Within the literate on survey data as set forth by Phoenix (1976) and Cook, Heath, & Thompson (2000) 10% is considered a statistically significant response rate in educational settings.

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 CDFs 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.

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.

**2009-2010 Total Appointments and Walk-ins*:**

| July 2009: | 311 | January 2010: | 224 |
| August 2009: | 301 | February 2010: | 284 |
| October 2009: | 227 | April 2010: | 351 |
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Submitted by Jenna Crabb, Director

November 2009: 205  May 2010: 311
December 2009: 168  June 2010: 165

*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, and jobs in specific major fields.

<table>
<thead>
<tr>
<th></th>
<th>Total Presentations</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 09</td>
<td>28</td>
<td>448</td>
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<tr>
<td>August 09</td>
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<td>357</td>
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<tr>
<td>Sept. 09</td>
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<tr>
<td>April 10</td>
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<td>402</td>
</tr>
<tr>
<td>May 10</td>
<td>18</td>
<td>223</td>
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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:

For the 2009/2010 academic year Career Services received $27,100 from SFRB.

Summer 2009 (7/1/09 - 8/23/09) Grad student applications
- 6 applications received - Total
- 3 of those were placed on a waiting list
- 5 applicants were awarded
- 0 students were denied
- 1 students withdrew their applications
- 0 students turned away due to lack of funds

Amount Awarded to Grad Students - $3000.00
Fall 2009  Graduate student applications
• 14 applications received - Total
• 3 of those were placed on a waiting list on 8/29/2009
• 12 applicants were awarded
• 0 students turned away due to lack of funds
• 1 student was denied
• 1 student withdrew their applications
Amount Awarded to Grad Students - $6687.69

Fall 2009  Undergraduate student applications
• 4 applications received
• 0 were placed on a waiting list on 3/31/09
• 4 applicants were awarded
• 0 were turned away due to lack of funds
Amount Awarded to Undergraduate Students - $2347.34

Total Amount Awarded for Fall 2009 - $9035.03

Spring 2010  Graduate student applications
• 17 applications received - Total
• 9 of those were placed on a waiting list on 1/25/2010
• 7 applicants were awarded
• 0 students were denied
• 1 students withdrew their applications
• 9 students turned away due to lack of funds
Amount Awarded to Grad Students - $4094.43

Spring 2010  Undergraduate student applications
• 14 applications received
• 6 were placed on a waiting list on 2/23/2010
• 8 applicants were awarded
• 1 students was denied
• 2 students withdrew
• 3 were turned away due to lack of funds
Amount Awarded to Undergraduate Students - $4416.18

Total Amount Awarded for Spring 2010 - $8510.61

Summer 2009 (7/1/09 - 8/23/09)  Undergraduate student applications
• 0 applications received
• 0 were placed on a waiting list on 2/23/2010
• 0 applicants were awarded
0 students were denied
0 students withdrew
0 were turned away due to lack of funds

Amount Awarded to Undergraduate Students - $0

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.

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### 2010-2011 Goals

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 more and a broader selection of part-time, full-time, coop and internship employment opportunities.

**How:**

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

l) Through membership in professional organizations.

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

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

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

q) 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.

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

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

t) 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.

Deadline: This is accomplished per academic year.

2. What: Successfully accomplish phase I and II of the New Mexico Career Match Grant with Albuquerque Economic Development and WIRED Initiatives.

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 employer and 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. Continue to work with our part time intern to help with outreach to employers in New Mexico.

Measured Result: These are the metrics we are anticipating at the conclusion of the grant in May 2010:

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

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

3. At least 200 posted job positions on the New Mexico Higher Education Hiring Network website
4. At least 50 job matches as a result of positions on the New Mexico Higher Education Hiring Network website

**Deadline:** On-going

4. **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.

**Deadline:** On-going each semester

5. **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.

Deadline: On-going each semester

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 outreached in other departments and outside constituents.

Deadline: On-going each semester

FISCAL UPDATE

The Office of Career Services was able to fund several endeavors this past year. We had our front reception area re-done with new furniture; this enabled us to address accessibility issues for our clients. In addition, we purchased a smart conference room system (projector, screen built into the wall, etc) in order to meet the needs of our employers and staff that use our conference room throughout the year. 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, faculty, staff, alumni and community members utilizing our services. Our challenges for next year: we expect a decrease in attendance of employers and revenue from our events due to the economy. In addition, in light of the budgetary restrictions placed on us to cover the costs of our salaries, we may have to cut back on some services and programs to our students.
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, NMCDA, ACA, NCDA, ACES, AMCD, ACCA, NACE, MPACE, President/Past president of NMCEEE, President/past president of NMCA. Presentations to local businesses and corporations. Annual Presenter at NMASAP Symposium.

Community Involvement: Adjunct Professor: UNM (OLIT and Counselor Education programs) 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, PNMG, 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

Skills, Parent Relations Office: Presentation for Parent Experience Program – Benefits of Receiving a College Education, Dean of Students: Presentation on Job Search Strategies

**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 a Psychology 105 course

Employee & Organizational Development - Preventing Sexual Harassment, Pcard Program, Pcard for Travel, Accurate Time Reporting,

**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 and UNMJobs Forums to keep current with all Banner processes.

**ANGELA CHAVEZ-BROCK, CDF 2**

**University committees:** N/A

**Professional involvement:** NCDA, ACA, NMCA, NMCDA, Conferences:
NCDA, NMCA, Mentoring Conference, Career On-line Conference, Volunteer at Carrie Tingly Hospital, attended OT information session

**Community involvement:** Tours of organization in Albuquerque (Popejoy, FBI, Tricore labs, National Indian Programs Training Center, NM legislature) NMHU Counseling program presentation: MBTI/SII & Career Card Sorts, Coordination of Roadtrip Nation, Coordination of Career Carnival, collaboration of architecture fair, Martin Heinrich table for Job Fair

**Development:** Biology 124L, Career Services Counseling Interns orientation training and weekly training of master level interns
Collaboration with Student Affairs departments: Coordination of Loboration table, Coordination of Parent Orientation speakers, Speaker for Loboration Career Services overview, Coordination with OIPS for co-op, presentation for OIPS international students, Presentation for College Readiness Program

Collaboration with campus departments: Liaison to School of Architecture, co-op with OIPS and colleges at UNM, Teaching sophomore seminars, Biology table, presentations at school of architecture, coordination/collaboration of school of architecture career fair, attendance of C&J internship fair, coordination of Counseling department traverse students, Pi Beta Phi presentation on graduate school

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.

LESLEY DAVIDSON-BOYD, Manager, Career Counseling (resigned June 28, 2010)
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

CAITLIN HENKE, CDF 1 (was NM Career Match intern/Counseling Intern)
University Committees: LLC, Living and Learning Community Committee, LGBTQ Committee, New Signage for UAEC and Mesa Vista Committee
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Submitted by Jenna Crabb, Director

**Professional involvement**: NCDA, ACA, NMCDA, NMCA (Government Relations Chair) Coordinating a 8 statewide CEC workshops concerning current counseling issues such as Ethics and Supervision  
**Community involvement**: attended tours of organization in Albuquerque & Santa Fe including: The Round House: NM legislature, National Indian Programs Training Center, NMHU Counseling program Co-taught: Groups, Coordination of Career Carnival, Martin Heinrich table for Job Fair, Believe in NM Girls SLAM (Sensational Leaders, Amazing Me) Conference: Campus tour guide  
**Development**: YWCA’s Institute for Leadership and Diversity  
**Collaboration with Student Affairs departments**: Lobo Orientation table, Speaker for Loborientation Career Services overview, Speaker for LLC freshman introduction/orientation, present group advisement for Fine Arts and University College, Arts & Sciences Transfer Workshops: an Overview of our services, present for Greek Life: choosing a major, Operation Lobo move in, Career Development Workshop - Getting Started for UCAC students  
**Collaboration with campus departments**: Accessibility Resource Center, Workforce Recruitment Program, College of Arts and Sciences, School of Education, LGBTQ Resource Center, Living and Learning Community  
**Volunteer**: Make a Wish Foundation, 2010 Komen Central New Mexico Race for the Cure

**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**: American Cancer Society (Team Leader for Making Strides Against Breast Cancer), Susan G. Komen Volunteer, Office of CS Coordinator for UNM Homecoming 2010  
**Development**: Currently pursuing a Bachelor's Degree in Contemporary Dance- Graduating in December 2010- Ethics: A framework for Ethical Decision Making 2010, Direct Pay Training Lab, Leading Productive Teams, Preventing Sexual Harassment 2010, Basic Annual Safety Training, Travel Policy and Procedures course and exam  
**Collaboration with Student Affairs departments**: None  
**Collaboration with campus departments**: None

**MARY MONTANO, Placement Manager (retired June 30, 2010)**
University Committees: None
Professional Involvement: RMACE, NACE, NMCCCE
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, NMCCCE/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, Disney College Program Staff Sponsor, St Judes "Up til Dawn" Staff Sponsor, Judo Club Staff Sponsor
Professional involvement: NMCA, NMCDA, NMGCDF
Community involvement: AYSO Soccer -Coach/Referee, Children's Ministry Director, Biblical Educator
Development: Weight Lifting, Karate
Collaboration with Student Affairs departments: Valencia Campus, LOBOrientation
Collaboration with campus departments: Valencia Campus, El Centro, AISS, AASS, University College

NATHAN SWEET, LAN Administrator
University committees: IT-Agents, Student Affairs Marketing and Branding Committee, Student Affairs IT, Information Architecture committee
Professional involvement: none
Community involvement: None
Development: MBA Program
Collaboration with Student Affairs Departments: CEP/CEOP, Vice President’s Office for Student Affairs
Collaboration with campus departments:

CASSANDRA COSTLEY, Graduate Project Assistant
University committees: Office of Student Affairs Fellows Program; NMASAP Planning Committee
Professional involvement: Public Administration Graduate Student Association: Vice President, and GPSA Representative, NMCA Treasurer, NMCDA President Elect
Community involvement: Albuquerque Economic Development – Ambassador, Junior League of Albuquerque, Fundraising and work shift chair for Red Wine and Blues Committee, and American
Business Women’s Association. Make a Wish Foundation Volunteer, Crossroads for women Halloween Party

Development: Public administration graduate courses

Collaboration with Student Affairs departments: NMASAP Planning, Homecoming planning with Alumni Relations, Women’s Resource Center Re: Health Fair for Dr. Torres’ class, Residence Life, McNair and ROP Scholars Programs, Native American Programs, LGBTQ Resource Center, Greek Life Office

Collaboration with campus departments: UNM HR, MPA Program

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.

Aaron Smith: Pursuing a Bachelor of Arts degree in Psychology.

STAFFING UPDATE (JULY 1, 2009–JUNE 30, 2010)

<table>
<thead>
<tr>
<th>Staff Appointments</th>
<th>Date of hire</th>
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<tbody>
<tr>
<td>Caitlin Henke</td>
<td>June 9, 2010</td>
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<table>
<thead>
<tr>
<th>Staff Separations</th>
<th>Date of Separation</th>
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<tbody>
<tr>
<td>Lesley Davidson-Boyd</td>
<td>June 28, 2010</td>
</tr>
<tr>
<td>Mary Montano</td>
<td>June 30, 2010</td>
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