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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), Summer Job and Internship Fair (April), the Educators' Job fair (April), UNM Student Job Fair (August), the Engineering and Science Career Fair (September), the Business and Accounting 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. This database provides connections to a professional network of mentors in their desired industry. In addition, alumni
can register for the NM Career Match, a website database for all New Mexico alumni aimed at retaining our New Mexico graduates.

**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. 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 three (4) four student employees; one works as our graphic designer/marketing intern; one works as our IT Desk Support; 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.
20012 – 2013 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:

- Recruit specific employers in Albuquerque through scheduled meetings, direct mailings and contacts.
- Through membership in professional organizations.
- Building and maintaining relationships with employers who value the skills our students are learning and the diversity they offer.
- Regular email invitations to participate in upcoming career events.
- Connecting employers to faculty in the academic programs of interest to the employer.
- 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.
- 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.
- Continue to be a resource to employers seeking employer information/statistic about UNM graduates.
- Work with CNM to provide a collaborative resource for our collective students and employers.
- Maintain a strong leadership role with the New Mexico Consortium of Career Educators and Employers (NMCCEE).

Measured Results:

On-Campus Recruiting Outcomes:

<table>
<thead>
<tr>
<th>Numbers of…</th>
<th>Fall 2012</th>
<th>Spring 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCR Schedules/Events</td>
<td>63</td>
<td>75</td>
</tr>
<tr>
<td>Organizations</td>
<td>28</td>
<td>27</td>
</tr>
<tr>
<td>Organizations hiring for NM</td>
<td>17</td>
<td>18</td>
</tr>
</tbody>
</table>
Division of Student Affairs  
Office of Career Services Annual Report 2012-2013  
Submitted by Jenna Crabb, Director

<table>
<thead>
<tr>
<th>Employment</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Contacts</td>
<td>775</td>
<td>850</td>
</tr>
</tbody>
</table>

Career Fair Outcomes:

<table>
<thead>
<tr>
<th>Numbers of…</th>
<th>Fall 2012 Career Fairs*</th>
<th>Spring 2013 Career Fairs**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizations</td>
<td>193</td>
<td>166</td>
</tr>
<tr>
<td>Student Contacts</td>
<td>2,520</td>
<td>2,519</td>
</tr>
</tbody>
</table>

*Fall 2012 (Science and Engineering Career Fair, Business and Accounting Career Fair, Graduate and Professional School Fair, and Public Service Career Showcase)  
**Spring 2013 (Career Expo, Student Summer Job and Internship Fair, Educators Career Fair)  
Note: Architecture and Planning Career Fair did not take place due to economic outlook for this field.

Outcome Measurements

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

2. **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 Results:

- Director participated in the College Academic Reporting Group (CARG) which looked at ways to improved university wide data collection and surveys. A report was generated in spring 2013 for the President.  
- Data is currently being collected for 2012. No results measured at time of this report.  
- Spring 2013 – Report has not been compiled at this date.

3. **Goal: Develop a more systematic and routine method for collecting data on Career Services.**  

Why: To provide accurate outcomes and validity to the services we provide to our faculty, staff, students, alumni and community members.

How:
a. Develop comprehensive reporting mechanisms for each area within Career Services: CDFs, Employer Relations, marketing and PR, benchmarking reports with NACE, etc.
b. Work with each manager and staff member to record measurable outcomes for all that we do.
c. Post annual report on our outcomes on our website.

**Measured Result:**
1. We have developed a system of reports for each of our respected areas within Career Services.
   a. Cooperative Education Reports
   b. Career fair reports
   c. Career Development Reports
   d. Annual reports
   e. Graduate Follow-Up Survey
   f. S-CAP report
   g. Benchmarking reports (from associations)
   h. Dashboard Statistics for Career Services

2. Reports are now published on our website.

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

**Measured Result:** Staff retention; Career Development Facilitators fully trained.
Two FT CDFs are licensed counselors: both maintain LMHC licensure. All CDFs are certified as Global Career Development Facilitators. Director is licensed as a LPC and GCDF as well. Director and Manager for Career Counseling are certified as Trainers for GCDF certification and teach a certification course through UNM Continuing Education every spring semester.
Each CDF, Manager, Career Counseling and Director was certified for the MBTI and the Strong Interest Inventory. We will continue to certify any new staff as they are hired.

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. Veteran’s Resource Center also has walk-in hours on site by one of the CDFs.

Career Development Facilitator Staff won the Provost Award for Outstanding Work Team for 2012-2013.

Assessments Outcomes:

<table>
<thead>
<tr>
<th>2012-2013 Total Walk-ins*:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2012: 77</td>
<td>January 2013: 131</td>
</tr>
<tr>
<td>August 2012: 73</td>
<td>February 2013: 96</td>
</tr>
<tr>
<td>September 2012: 106</td>
<td>March 2013: 102</td>
</tr>
<tr>
<td>October 2012: 158</td>
<td>April 2013: 88</td>
</tr>
<tr>
<td>November 2012: 159</td>
<td>May 2013: 100</td>
</tr>
<tr>
<td>December 2012: 50</td>
<td>June 2013: 77</td>
</tr>
</tbody>
</table>

Total Walk-Ins for Fiscal Year 12/13: 1,217 students served

<table>
<thead>
<tr>
<th>2012-2013 Total Appointments*:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2012: 81</td>
<td>January 2013: 162</td>
</tr>
<tr>
<td>August 2012: 89</td>
<td>February 2013: 149</td>
</tr>
<tr>
<td>September 2012: 72</td>
<td>March 2013: 128</td>
</tr>
<tr>
<td>October 2012: 127</td>
<td>April 2013: 122</td>
</tr>
<tr>
<td>November 2012: 138</td>
<td>May 2013: 101</td>
</tr>
<tr>
<td>December 2012: 73</td>
<td>June 2013: 75</td>
</tr>
</tbody>
</table>

Total Appointments for Fiscal Year 12/13: 1,317 students served

Grand Total of Walk-ins and Appointments for Fiscal Year 12-13: 2,534 students served

*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.
# Division of Student Affairs

**Office of Career Services Annual Report 2012-2013**

Submitted by Jenna Crabb, Director

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Presentations</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2012</td>
<td>31</td>
<td>2624</td>
</tr>
<tr>
<td>August 2012</td>
<td>22</td>
<td>1560</td>
</tr>
<tr>
<td>September 2012</td>
<td>17</td>
<td>335</td>
</tr>
<tr>
<td>October 2012</td>
<td>28</td>
<td>539</td>
</tr>
<tr>
<td>November 2012</td>
<td>24</td>
<td>542</td>
</tr>
<tr>
<td>December 2012</td>
<td>4</td>
<td>74</td>
</tr>
<tr>
<td>January 2013</td>
<td>4</td>
<td>92</td>
</tr>
<tr>
<td>February 2013</td>
<td>12</td>
<td>378</td>
</tr>
<tr>
<td>March 2013</td>
<td>14</td>
<td>476</td>
</tr>
<tr>
<td>April 2013</td>
<td>14</td>
<td>281</td>
</tr>
<tr>
<td>May 2013</td>
<td>13</td>
<td>940</td>
</tr>
<tr>
<td>June 2013</td>
<td>28</td>
<td>2570</td>
</tr>
<tr>
<td>Totals:</td>
<td>211</td>
<td>10,111</td>
</tr>
</tbody>
</table>

*Data is reflective of how many staff members are hired during that year.*

### Spring Data

<table>
<thead>
<tr>
<th></th>
<th>Spring 2009</th>
<th>Spring 2010</th>
<th>Spring 2011</th>
<th>Spring 2012</th>
<th>Spring 2013</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Workshops</td>
<td>55</td>
<td>100</td>
<td>91</td>
<td>61</td>
<td>57</td>
<td>364</td>
</tr>
<tr>
<td>Attendance</td>
<td>971</td>
<td>1673</td>
<td>2937</td>
<td>1956</td>
<td>2167</td>
<td>9704</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Workshops</td>
<td>81.8% Increase</td>
<td>9% Decrease</td>
<td>32% Decrease</td>
<td>6% Decrease</td>
<td>4% Increase</td>
</tr>
<tr>
<td>Attendance</td>
<td>72.3% Increase</td>
<td>75.5% Decrease</td>
<td>33% Decrease</td>
<td>11% Increase</td>
<td>123% Increase</td>
</tr>
</tbody>
</table>

### Summer Data

<table>
<thead>
<tr>
<th></th>
<th>Summer 2009</th>
<th>Summer 2010</th>
<th>Summer 2011</th>
<th>Summer 2012</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Workshops</td>
<td>46</td>
<td>43</td>
<td>56</td>
<td>22</td>
<td>145</td>
</tr>
<tr>
<td>Attendance</td>
<td>1055</td>
<td>1658</td>
<td>4626</td>
<td>1817</td>
<td>7339</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Workshops</td>
<td>6.5% Decrease</td>
<td>30.2% Increase</td>
<td>60% Decrease</td>
<td>TBD</td>
<td>52% Decrease</td>
</tr>
</tbody>
</table>
Division of Student Affairs  
Office of Career Services Annual Report 2012-2013  
Submitted by Jenna Crabb, Director

<table>
<thead>
<tr>
<th>Attendance</th>
<th>57.2 % Increase</th>
<th>57.2 % Increase</th>
<th>60% Decrease</th>
<th>TBD</th>
<th>72% Increase</th>
</tr>
</thead>
</table>

**Fall Data**

<table>
<thead>
<tr>
<th># of Workshops</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>2237</td>
<td>2970</td>
<td>4429</td>
<td>3050</td>
<td>12686</td>
</tr>
</tbody>
</table>

**% Change**

<table>
<thead>
<tr>
<th># of Workshops</th>
<th>Fall 2009-Fall 2010</th>
<th>Fall 2010-Fall 2011</th>
<th>Fall 2011-Fall 2012</th>
<th>Fall 2009-Fall 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>32.8% Increase</td>
<td>49.1% Decrease</td>
<td>31% Decrease</td>
<td>36% Increase</td>
</tr>
</tbody>
</table>

**Student Conference Award Program (S-CAP) Outcomes:**
The Student Conference Award Program, with funding from Student Fee Review Board, has been increasingly successful.

**2012-2013 Annual Totals:**
Total Funding including SFRB & Balance Forward - $44,438.61
Applications Received – 110
67% Applicants Awarded (74)
16% Applicants Denied (18)
16% Applications Withdrawn (18)

**Graduate vs. Undergraduate Applicants**
72% Graduate (79)
28% Undergraduate (31)

**Male vs. Female Applicants**
38% Male (42)
54% Female (60)
7% No Answer (8)

**Students Native to New Mexico vs. Out of State Students**
33% New Mexico Native (36)
57% Out of State (63)
10% No Answer (11)
Cooperative Education Program
The UNM Cooperative Education (Co-op) Program integrates classroom studies with paid, productive, real-life work experience in a degree-related field. Students nation-wide get the best of both worlds: a high quality academic degree and an impressive resume of practical work experience.

Summer 2012 Co-Op Students:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Number of students participating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>56</td>
</tr>
<tr>
<td>Master’s Level</td>
<td>11</td>
</tr>
<tr>
<td>Doctorate Level</td>
<td>18</td>
</tr>
<tr>
<td>Total:</td>
<td>85</td>
</tr>
</tbody>
</table>

Fall 2012 Co-Op Students:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Number of students participating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>14</td>
</tr>
<tr>
<td>Master’s Level</td>
<td>22</td>
</tr>
<tr>
<td>Doctorate Level</td>
<td>26</td>
</tr>
<tr>
<td>Total:</td>
<td>62</td>
</tr>
</tbody>
</table>

Spring 2013 Co-Op Students:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Number of students participating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>14</td>
</tr>
<tr>
<td>Master’s Level</td>
<td>26</td>
</tr>
<tr>
<td>Doctorate Level</td>
<td>29</td>
</tr>
<tr>
<td>Total:</td>
<td>69</td>
</tr>
</tbody>
</table>

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 and colleges within UNM, including Foundations, Athletics, Academic Affairs and the Student Affairs Division.
Division of Student Affairs
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Submitted by Jenna Crabb, Director

- Maintain collaboration with CNM;
- Continue working with colleges, faculty and staff

**Measured Result:**
Please see section below on staff participation on committees.

### 2013-2014 Goals

1. **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, Business and 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 and member of 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 and community groups 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).
- k) Successfully manage Lobo Career Connection and NM Career Match for NM alumni.

**Measured Result:** Increase number of On-Campus Recruiting events; continue to increase Career Fair attendance by participants and employers; increase employer listing jobs and internship on Lobo Career Connection and NM Career Match.
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**Deadline:** This is accomplished per academic year.

2. **Continue to coordinate the Graduate Follow-Up Survey**

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

**How:**
- a) Continue to revise as needed the 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) Post annual report on website for colleges and deans to use appropriately.

**Measured Result:** Data collected through Student Voice; Completion of a report generated to administration.

**Deadline:** On-going each semester

3. **Develop a more systematic and routine method for collecting data on Career Services.**

**Why:** To provide accurate outcomes and validity to the services we provide to our faculty, staff, students, alumni and community members.

**How:**
- a) Develop comprehensive reporting mechanisms for each area within Career Services: CDFs, Employer Relations, marketing and PR, benchmarking reports with NACE.
- b) Work with each manager and staff member to record measurable outcomes and learning outcomes for all that we do.
- c) Post annual report on our outcomes on our website.
- d) Attend learning outcomes and data management meetings for campus.
- e) Provide statistics for CDF area, Employer Relations, SCAP and any other areas as needed.

**Measured Result:** Have data available to see trends over the course of each year.

**Deadline:** On-going each year.

4. **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

4. Organizational and Campus 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 and colleges within UNM, including Foundations, Athletics, Academic Affairs and the Student Affairs Division.

d) Maintain collaboration with CNM;

e) Continue working with colleges, faculty and staff

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

Deadline: On-going each semester

**FISCAL UPDATE**

This past fiscal cycle we needed to update our office carpet and lobby furniture. We spent $43,534 towards this remodeling project.
Division of Student Affairs
Office of Career Services Annual Report 2012-2013
Submitted by Jenna Crabb, Director

DIRECTOR PARTICIPATION ON COMMITTEES

JENNA CRABB, Director*
Professional Involvement: member-Past President NMCA, NMCDCA, 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 (OLIT and Counselor Education programs); NM Career Match administrator, 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 community groups on generational differences, leadership and management. Key note for Administrative Assistant Conference at Continuing Education. Instructor for Global Career Development Facilitator Certification through National Career Development Association.
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: Strong relationship with all colleges; LGBTQ Resource Center; 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. Presenter for UNM Management Academy.
*During this fiscal year, Director also served as Interim Director for Residence Life and Student Housing (August 2012-May 2013); had various committee and outreach goals and directives.

STAFF PARTICIPATION ON COMMITTEES

CATHY (MARY CATHERINE) CHALK, Supervisor, Administrative Support
University Committees:
Professional Involvement: ASA-CC (Administrative Support Alliance-Central Connect), serving on Logistics committee for the ASA 2013 Conference
Community Involvement:
Development: Currently pursuing Associates of Arts in Business Administration
Collaboration with Student Affairs departments:

**Collaboration with campus departments:** Dean of Students; S-CAP outreach to various student organizations.

**AUTUMN COLLINS, CDF II**

**Professional involvement:** NCDA, ACA, NMCA, NMCDAA, NASPA (attended 2013 NCDA Conference in June in Boston)

**Community involvement:** Conducted two live TV interviews on resume writing and networking for local TV show. Provided numerous community presentations on Generational Differences and MBTI to audiences ranging in size from 5 to 100. Attended Amy Biehl High School Olympics fundraiser.

**Development:** Taught five sections MGT 398 Career Management Skills (three sections ITV) at Anderson School of Management Spring and Fall 2012 and UNIV 101 College Success Seminar in Fall 2012 totaling 8 credits and instructing over 200 students

**Collaboration with campus departments:** Attended site visits to various departments including: College of Nursing, School of Law, and School of Medicine. Provide direct collaboration with Student athletes, ASM, IFDM, LGBTQ Resource Center, Fine Arts, QSA, Graduate Resource Center, and Greek Life.

**CAITLIN HENKE, CDF 2/Interim Manager/Manager of Career Counseling**

**Awards:** 2013 Student Affairs Employee of the Year, 2013 Provost’s Team award

**University committee:** probation students through UCAC

**Professional Involvement STATE:** New Mexico Counseling Association – Active member

New Mexico Career Development Association-member/ President 2012-2013

New Mexico Counseling Association- Conference committee member 2012-2013

**NATIONAL:** National Career Development Association; American Counseling Association

**Community involvement:** Worked on NIH contract for behavioral health, created new behavioral health company: IDEA, have two new contracts in for review dealing with the LGBT population and healthcare ended Jan 2013.

**Professional Development:** MBTI/SII certification, NCDA conference

**Collaboration with Student Affairs departments:** 2012 Student Affairs Fellow; helping to organize and participate in the Louies, the 2013 Symposium, the 2012 golf tournament etc. Participated in NUPF program, mentoring 1 undergraduate student. Step Program: Presentations: career fair prep, understanding the job offer, networking, negotiation skills. Lobo Orientation: hosted a table, presented on overview of Career Services,

**Collaboration with campus departments:** Accessibility Resource Center, Workforce Recruitment Program, College of Arts and Sciences, LGBTQ Resource Center, College of Education: Monthly presentations on Resumes cover letters, and interviewing skills, Collaboration with the Biology Department BATS program: presentations, Collaborate with University Advisemnt center to put on Career awareness workshops, Graduate Resource Center: presentations on applying to graduate school, CV Development and negotiation skills, University advisement and Arts and Sciences Advisement. Presentations: Informal Myers Briggs and team building, High School Equivalency Program: Presentations for Informal Strong, Resume and Interviewing Skills, Career Choices., and etiquette.

CASSANDRA CHAVEZ, CDF 1 (Resigned April 2013)

ERIN LOADER, Senior Graphic Designer (Resigned January 2013)

HEATHER VER BRUGGE, Career Development Facilitator 1
University Committees:
Professional Involvement: NMCDA, Membership Chair; NCDA, ACA, NMCA, member
Community Involvement:
Development: MBTI and SII certification; completed GCDF training, GCDF certification pending; UNM Counselor Education, Master’s degree program
Collaboration with Student Affairs departments: In collaboration with the Dean of Students office, presented an overview of Career Services to Family Connection orientation participants, weekly throughout the summer; presented an overview of Career Services to TNT orientation participants several times throughout the summer.
Collaboration with campus departments: Organized an Open House for the various departments in the University Advisement and Enrichment Center as a way to enhance collaboration between departments and to introduce our new Dean of Students to the departments in our building; liaison to the Anderson School of Management and the School of Architecture and Planning, also the Accessibility Resource Center and Veteran’s Resource Center in conjunction with the Workforce Recruitment Program.
Awards: 2013 Provost Team Award (Office of Career Services CDFs)

KEITH HITZ, Employer Outreach Manager
University Committees: Graduate Task Force and Student Engagement Committee, Facebook Users Group.
Professional Involvement: NMCCEE, NASPA, NACE, SOACE, Albuquerque Hispano Chamber of Commerce, Greater Albuquerque Chamber of Commerce, NMCDA, Albuquerque Economic Development (AED), SHRM, NMHRM
Community Involvement: Workforce Connections
Development: Currently pursuing a Master’s of Business Administration (MBA)
Collaboration with Student Affairs departments: Through the Graduate Task Force Committee: Dean of Students, Student Activities, Engineering Student Services, Anderson Career Services.
Collaboration with campus departments: Public Administration, Anderson School of Management Career Service Center, School of Engineering, UNM Event Planning, UNM Veteran's Resource Center, Alumni Association, School of Pharmacy, School of Law, UNM Student Activities Office.

Nicole Baca-Montano, Administrative Assistant 1
University Committees: None
Professional Involvement: None
Community Involvement: None
Development: None
Collaboration with Student Affairs departments: None
Collaboration with campus departments: None
RAGINA PENA, Administrative Assistant 2
University Committees: None
Professional Involvement: None
Community Involvement: None
Development: Graduated with a Bachelor of Arts degree in Psychology May 2013
Collaboration with Student Affairs departments: None
Collaboration with campus departments: None

RICHARD ROSS, CDF 1 (Retired: August 2013)
University Committees: Disney College Program Staff Sponsor, St Judes "Up til Dawn" Staff Sponsor, Judo Club Staff Sponsor
Professional Involvement: NMCA, NMCDA, NMGCDF
Development: Weight Lifting, Karate, Shepherd School
Collaboration with Student Affairs departments: LOBOrientation
Collaboration with campus departments: El Centro, AISS, AASS, University College

HAU NGOC (TOMMY) NGUYEN: Student Professional Intern/Employer Relations Specialist
University Committees: Graduate Task Force
Community Involvement: St Charles Borromeo events (annual fiesta) and information center volunteer, UNM Spring Storm 2013 volunteer, Lobo Move In 2013 volunteer, Knight of Columbus member
Development: Expected Graduation in December 2013 with a Master of Business Administration degree
Collaboration with Student Affairs departments: Dean of Students, Student Activities Center, SUB Event Planning, Accessibility Resource Center, UNM Army ROTC
Collaboration with campus departments: ASM Career Services, School of Engineering – Centennial Student Services Center, UNM Alumni Association, School of Pharmacy, School of Law Career Services, UNM Parking and Transportation Services

STUDENT STAFF:
Marty Apodaca, Graduate Assistant Intern, pursuing a Master’s Degree in Counseling, expected graduation: May 2014.
Jocelyn Richards, Graphic Design Intern, Pursuing a Bachelor degree in Fine Arts (Studio Arts), expected graduation date: May 2015.
Jose Lopez-Guerra, Employer Relations Intern, pursuing Master’s Degree of Business Administration, Expected graduation date: May 2015.
Jonathan Martin, Desktop IT Support, pursuing a MIS degree, expected graduation date: Spring 2016.
In addition, we provide office space/supplies and staff for the Dept. of State Diplomat in Residence (TBD as of September 2013) and the Bureau of Land Management (Alice Marshall).