

Academic Affairs & Career Services Enhanced Collaboration and Partnership Opportunities to Best Serve Our Students

*Draft Plan for Review and Consideration
November 2013*

Introduction:

In alignment with Chancellor Khosla's student-centric goal to "create an engaging environment for students with comprehensive academic and career advising and mentorship", the Career Services Center (CSC) has initiated a strategic approach to enhance current connections with UCSD academic divisions/departments. The goal of this initiative is to establish an effective partnership with divisional deans, faculty, and departmental undergraduate advisors creating an expanded network of "career influencers" to assist students with their professional success and mobility across the entire campus.

This approach has two phases:

- **Phase 1:** Approach all departments to establish initial contact and gather critical data regarding each department's current career-related activities, the perceived career needs of their students, and ideas for potential collaboration with CSC.
- **Phase 2:** Once the initial needs assessment is completed, develop a priority-based plan for providing enhanced services to departments including the sharing of career outcomes data and developing appropriate collaborative programming targeted to specific departmental needs.

Departmental Benefits:

In addition to directly supporting the UCSD Strategic Plan goal of improved coordination between departmental and career advising, other departmental benefits include:

1. Provide more specialized career assistance/resources/training based on the specific needs of their students.
2. Enhance communication/collaboration with each department's key undergraduate faculty advisor and departmental academic advisors around ongoing CSC programs/services.
3. Engage and inform faculty and departmental/program advisors on their students' career outcomes, key hiring employers, starting salary data, graduate program admissions stats, and more.
4. Provide divisional deans with up-to-date information on enhanced career resources available to their students along with accurate first destination outcomes data.

Implementation Strategy: Phase 1

In the initial phase, CSC will identify the key contacts in each of the existing academic departments. These will most likely be the faculty Vice Chairs and heads of Academic Advising. We will work closely

with AVC/DUE Barbara Sawrey in identifying these key contacts and developing an effective strategy for engaging and collaborating with both faculty and undergraduate advising staff in each department .

Once identified, the following approach will be used:

1. AVC Afsahi will meet with each divisional dean to share information about the Enhanced Academic Department Engagement Strategy for Career Services and gather support and suggestions prior to the start of the initial department meetings.
2. Members of the Career Services Center team (Career Advisors & selected members of the Employer Relations and Outreach team), 10 members in all, would be assigned 3-4 academic departments each with which to conduct an initial introductory/assessment meeting. Each of these staff members would be paired with the designated ACE Alumni Programs divisional/departmental point-person to form a two person team in the delivery of these meetings.
3. Members of the CSC Center Operations team will reach out to the identified academic department Vice Chair and Head Academic Advisor within each department to set up the initial assessment meeting with the two- person ACE-CSC team. These meetings will be completed on or before **February 28, 2014**.
4. Prior to these meetings, Director of Advising Lauren Payne will develop a short questionnaire to be used in the meetings to gather key information about departmental student career needs, current career programs (if any) and possible collaborations. This questionnaire will be developed and vetted by **January 21st**. The questions will address topics including:
 - Current career-activities occurring with the department (if any)
 - Perceived top career-related needs/issues of their students
 - Specific career-related data/information that faculty/advisors might find helpful
 - Ideas around potential collaborative career-related events/activities/training
5. Prior to the departmental meetings, CSC will also develop informational materials that provide each department with key data regarding “first destination” outcomes of their students including:
 - Employment and starting salary data
 - Graduate/Professional school admission data
 - Top hiring employers
 - Examples of entry level job titles of their majors

This data, gleaned from the 2013 Survey of Recent Grads (SORG) and LinkedIn.com, will be shared with the departmental contacts at these meetings as a means of demonstrating one example of the benefits of a deeper engagement with CSC.

Phase 2

Upon completion of the initial assessment meetings, the CSC-ACE team will review the information collected to determine a priority-based strategic approach for targeting 12-15 academic departments in the 2014-15 academic year (or sooner if manageable) for **Phase 2** of this Academic Dept. Enhanced Engagement strategy. This determination of targeted departments will be made based on factors that could include identified gaps in services, low usage of regularly offered CSC programs/services, etc. Once targeted, implementation will involve:

Designating CSC Academic Liaison advisors (from the career advising team) who will work collaboratively with the appropriate ACE Alumni Programs embedded division director to follow up with their assigned academic departments in building a deeper relationship and strengthening services and career-related collaborations. An initial goal will be to collaboratively develop and deliver at **least one career-related activity** for the targeted 12-15 departments in the first year. Activities could involve:

- Providing relevant training and support to department advisors on career-related subjects including resources, career options, career coaching approaches, professional school admissions requirements, and upcoming relevant CSC events thus effectively expanding the network of “career influencers” throughout the campus.
- Delivering a targeted networking event
- Facilitating a career panel presentation
- Department-located drop-in advising (on a limited basis)
- Targeted career or job prep workshop (Ex.-Resume Writing for Linguistics Majors)

The designated CSC Departmental Liaison advisor will continue to maintain a consultative relationship with their departmental contacts and act as a point person for career-related issues, questions, or ideas that come from his/her assigned department(s).

This approach will be utilized to deepen engagement with all academic departments over the next 2-3 academic years.