

UNIVERSITY COUNSELING SERVICES CAREER RESOURCE CENTER

Mission

The Career Resource Center assists with the career and academic development of students by providing resources, exploration assistance, and academic success strategies. The Career Resource Center is committed to helping students acquire knowledge and skills, identify values, and develop positive attitudes towards learning.

Vision

The Career Resource Center will significantly contribute to student development and success through provision of career, study skills, and outreach services.

The Career Resource Center will:

- Provide state-of-the-art career resources;
- Facilitate intellectual, psychological, social, and career development of students;
- Help students expand information about self and the World of Work;
- Teach life-long career development skills;
- Develop a well-trained professional and paraprofessional staff; and
- Serve as a highly respected training site for graduate student training.

Core Values

Excellence - We seek excellence in all our endeavors and we are committed to continuous improvement.

Integrity - We are committed to the principles of truth and honesty and we will be equitable, ethical, and professional.

Service - We believe that serving others is a noble and worthy endeavor.

Intellectual Freedom - We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources -We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal 1. Contribute to academic excellence by assisting undergraduate and graduate students with major and career selection, transition issues, and study skill development.

Critical Success Factors:

- 10% increase in use of career guidance systems
- Meet International Association of Counseling Services, Inc. accreditation standards
- 10% increase in services provided

Objectives:

Objective 1.1: Enhance access to career and major decision resources.

Strategies:

- Expand promotion and advertising by using displays, bulletin boards, and flyers.
- Improve Career Resource Center Web information.
- Implement *eDiscover*.
- Increase interaction with orientation and career course instructors.
- Participate in prospective, new, and transfer student orientations.

Objective 1.2: Enhance access to study skill information.

Strategies:

- Expand study skills information on Web page.
- Provide handouts on academic skills topics.
- Coordinate the Tutoring Services brochure.
- Deliver presentations to student groups on academic success.

Goal 2. Conduct research that advances knowledge and practice.

Critical Success Factors:

- Increase number of research projects

Objectives:

Objective 2.1: Increase research on career and academic development topics.

Strategies:

- Use archival data to explore client demographics.
- Employ program evaluation methods to investigate service effectiveness.
- Conduct ongoing assessment of Career Resource Center user needs.

Goal 3. Provide outreach programs that facilitate student development.

Critical Success Factors:

- 10% increase in number of outreach presentations delivered
- Delivery of outreach programs that reflect and anticipate student needs
- 10% increase in outreach evaluations

Objectives:

Objective 3.1: Increase outreach to classes.

Strategies:

- Inform orientation instructors about services.
- Improve Web information about outreach services.
- Coordinate staff listserv of outreach opportunities.

Objective 3.2: Increase outreach to student groups.

Strategies:

- Inform Greek and residential living units about outreach services.
- Inform student organization advisors and/or presidents about services.
- Coordinate staff listserv of outreach opportunities.

Objective 3.3: Provide outreach services that anticipate and meet student needs.

Strategies:

- Use outreach evaluation information in program development.
- Conduct a needs assessment about outreach services.
- Use research (e.g., Cooperative Institutional Research Program National Freshman Survey and National Survey of Student Engagement) to inform program development.

Goal 4. Provide services that meet the unique needs of students.

Critical Success Factors:

- Increase unique student population awareness of services
- Collaborate with other departments to offer diversity programming
- Eliminate biased and stereotyped resources

Objectives:

Objective 4.1: Employ resources and methods committed to diversity.

Strategies:

- Use materials that eliminate stereotypes and biases.
- Encourage professional development on diversity issues.
- Collaborate with departments that serve unique student populations.

Objective 4.3: Improve accessibility of print and Web information.

Strategies:

- Staff completion of WebAIM Training.
- Review materials for compliance with accessibility guidelines.

Goal 5. Encourage staff development, ethical practice, and professionalism in training and employment practices.

Critical Success Factors:

- Effective graduate student training program
- Successful paraprofessional training program
- Professional staff exceed licensure requirements for professional development

Objectives:

Objective 5.1: Provide training opportunities for graduate interns and practicum students.

Strategies:

- Advertise graduate student internships and practica.
- Evaluate training modules.

Objective 5.2: Supervise work-study and paraprofessional training.

Strategies:

- Provide training and mentoring to work-study and paraprofessionals.
- Develop a work-study and paraprofessional training manual.

Objective 5.3: Encourage professional development.

Strategies:

- Provide financial support for staff to attend conferences and workshops.
- Support acquisition of professional credentials.

Goal 6. Develop relationships, materials, and programs that nurture a positive image.

Critical Success Factors:

- Increase the number of collaborative relationships with Student Affairs and Academic Affairs
- Have 100% of employees wearing name badges at work

Objectives:

Objective 6.1: Encourage and support school pride.

Strategies:

- Encourage employees to wear orange and black on Fridays.
- Participate in prospective student and orientation activities.
- Create displays and bulletin boards that encourage school spirit.

Objective 6.2: Partner with Student Affairs and Academic Affairs.

Strategies:

- Plan an open house and other networking opportunity events.
- Share information and resources through liaison meetings.
- Maintain current academic advisor and Student Affairs contact list.

Objective 6.3: Collaborate with other departments on diversity programming.

Strategies:

- Support diversity programs through staff attendance at events.
- Provide outreach programs to unique populations.
- Participate in orientation activities for unique populations (e.g., Black Student Orientation, Nontraditional Student Orientation, Transfer Student Orientation, and International Student Orientation).