



# Career Resources Aide Increase to 100%

Hiring Justification  
Fall 2014



# Need

**Increase Career Resources Aide to 100% of full time.**

Currently at 48% (18 hours wk.)

## **Responsibilities include:**

- Online Job Board Management
  - 20-30 Job Submissions a day need approval/3hrs min
- Job & Intern Search & Preparation
- Resume, Cover Letter, and Internship Assistance
  - Averaging 1 appointment per day (1.5 semesters)
- Company Research Assistance
- Workshops & Classroom Visits
- Career & Job Fairs

# Current Stats

- **Staffing**

- Program Services Supervisor
- Career Resources Aide (48%), (18 hours wk)

- **Served** 1,777 students to date (2 years)

- Average of 11 student interactions per day (Per Semester, includes workshops)
- Approximately 5.5 hours “face time” per day on average. Appointments range from 30-60 minutes.

- **JobZONE:** over 1,000 employers and 600 registered students. Average 160 active targeted jobs/internships at any given time.

- Year over Year increase of 150%

# Growing Demand & Strengthening Services

- Growing District/Campus focus on incorporating Career Services throughout Student Services and Instruction.
  - Internship & Placement Pathways
- SparkPoint coming online will directly channel students through the Career Center increasing need.
  - Job Coaching & Employment Assistance
  - Workshops
  - Internship & Placement Pathways
- Current Partnerships with TeenForce/Jobtrain, Bay Area Workforce Funding Collaborative, and Servzy.

## **Increasing:**

- Student Referrals
- Forwarded Job Postings
- Employer Interview Sessions

# Relationship to EMP

- **EMP 2.10**

- *Improve completion by expanding the Career Center and having it closely linked with instructional programs.*

- **EMP 3.30**

- *Integrate service learning and **Internship** opportunities for students into academic and student life.*

# Staffing Concerns

- Consistent hours for the center are difficult to set.
  - Supervisor commitments
    - Meetings/Lunch (12hrs Week)
    - Workshops (2hrs Week)
    - Email (5-10hrs Week)
    - Off Campus Fairs
    - On & Off Campus Workshops/Presentations
    - On & Off Campus Meetings with Employers

**The Career Center is closed to students whenever the Supervisor is away and there is no other coverage.**