

Career Center Annual Report 2015-2016

Submitted by Crisanne Kadamus Blackie, Director June 10, 2016

Section I	Executive summary
Section II	Key program areas/services within the Career Center
Section III	Points of Pride
Section IV	Career Center scope and satisfaction
Section V	Career Fair and Engineering Job Fair reports
Section VI	Career Center by the Numbers
Section VII	Goals for 2015-2016
Section VIII	Organizational Chart
Section IX	Continuity of Operation Plan

Career Center Transition

The academic year started with Crisanne Kadamus Blackie taking over as the new Director of the Career Center. Crisanne has been with the University of Maine since 2001 working primarily with health and legal professions students. With her movement from Associate Director to Director, a fixed length STEM/Health Professions Career Specialist was hired to work with health professions students. This position is now a permanent 10-month position with a current search taking place to fill the position. As the Career Center staff worked through the year, we have identified some changes to make and many ways to stay the course.

We continue to be a very busy office with 2 career fairs, individual appointments, walk-in hours, special programs and classroom presentations. Overall, we had almost 8000 students utilize one of our in person services, 117,483 hits on our website, 21,800 students and alumni registered with CareerLink (our online job listing service), 395 students participating in an on-campus interviews (343 in person, 40 via phone and 12 via Skype), 71 companies recruiting on campus, 20 employer information sessions and 137 classroom and student group presentations. This included presenting at the Black Bear Leadership Summit, Pride Week, Multicultural Student programs, Open House and Accepted Student Days.

This has made for a very busy year and resulted in us making some changes in the delivery of services. We piloted five new concepts this year. The first was offering walk-in hours every day. This meets the needs of students who have quick questions, do not have time for a longer appointment or are just ready to see us at that time. We have extended hours on Tuesday nights to accommodate graduate students and those doing student teaching, clinicals and internship/co-ops. Five presentations have been recorded and posted on our website as part of our "Careers to Go" initiative, we have created an online presentation request form and trained two of our Career Assistants as Peer Advisors.

Academic Integration

A key component of our services is partnering with academic departments. In addition to classroom presentations, we have partnered with academics to participate in such programs as Digital Humanities Week, Federal Jobs application process (joint program with Canadian Studies and French Department), Resume Writing and Graduate School Essays in partnership with the Writing Center, and School of Forestry Stress Reduction Day. Career Center staff participate on such committees as the Advising Collaborative, Veterans Committee, Maine School of Business SAAR Committee, and the Flagship Internship Program in conjunction with the Foster Innovation Center. We are in continual conversation with faculty to support their students' career development process. Several interesting programs emerged this year from group resume reviews for business students to LinkedIn workshops to Networking and Mingling Tips programs. We enjoy meeting students in the classroom and feel that this is a very effective strategy to introduce ourselves and our services to students.

Events

The University of Maine always has the largest Engineering Job Fair and Career Fair in the State of Maine. This year, however, we had the largest Engineering Job Fair ever with 96 employers and had so many employers registering for the Career Fair we had a wait list for the first time. With great joint problem solving between the New Balance Recreation Center and Career Center staffs we were able to accommodate 147 organizations at the Career Fair. We

experienced excellent media coverage at both of these events with TV and newspaper stories. In addition we hosted the 9th annual Health Professions Career Day with several healthcare providers and graduate schools in attendance who met with health professions students.

Special Programs

The Career Center also has some special programs that we manage. These include the Health Professions program, Pre-Law program and the Maine Mentor Program. This year the STEM/Health Professions Career Consultant, Monica Zilioli, became the advisor to the Health Professions Club which meets bimonthly. Several guest speakers attended the club meetings including Dennan Ward, a UM graduate and physician. Several graduate schools visited campus to meet one-on-one with students. These included Tufts University Maine Track Program, Logan University, Husson University, Dartmouth Medical, Dalhousie Dental and University of New England College of Osteopathic Medicine. Twenty-six students/alumni applied to medical school with 15 being accepted. Nationally about one third of students who apply to medical school get accepted. Also new this year was a pilot program, Health Education and Leadership (HEAL), a pipeline to practice program for first year pre-medical students from medically underserved areas of Maine. This program along with their assigned peer mentors became a support network for these students.

The Pre-Law program, coordinated by Sam Kunz, Career Counselor advised the Pre-Law Club and coordinated a trip to Boston so that students could attend the Boston Law School Forum. Nationally only about 1/3 of all applicants to law school are undergraduate students and our program parallels the national trends. With this said, Sam is tasked with meeting with alumni interested in attending law school via phone, Skype and email. Last year 18 UMaine students and alumni were accepted to 31 different law schools. These included Boston University, Boston College, UMaine Law, Fordham, Pepperdine and University of Oregon.

The Maine Mentor, one of our signature programs, has 30 new mentors this year. BJ Roach, Career Counselor, has done an excellent job coordinating mentoring contacts including assisting health professions students navigate the hurdles that the healthcare system imposes prior to being able to shadow in a hospital. Our mentors are excited to help and one student described her experience as “This was perhaps the most verifying and amazing experience I have ever had.”

Technology

The use of technology is a must as we connect with our students. We utilize Facebook, Twitter, and Pinterest to reach our students. In addition, Cindy Trimm, Career Coordinator, transitioned our website to meet University standards. New this year is the Careers by Symplicity app that students can download to their phone, iPads or other devices. This is connected to CareerLink and gives them up-to-the minute job listings. As we get listings, the students can see the listing. This app also connects with our Career Fairs so that students can access employer websites and locations at the Career and Engineer Job Fairs.

*The Career Center is a proud member of The Division of Student Life, University of Maine.
Robert Q. Dana, Vice President of Student Life and Dean of Students*

Crisanne Kadamus Blackie, Director
Kate Axelsen Foster, Assistant Director
BJ Roach, Career Counselor
Sam Kunz, Career Counselor
Monica Zilioli, STEM/Health Professions Career Consultant
Cindy Trimm, Career Services Coordinator
Janice Madore, Administrative Specialist
Sean Sibley, Graduate Assistant
Lisa Dezso, Graduate Assistant

KEY PROGRAM AREAS/SERVICES WITHIN THE CAREER CENTER

Career Counseling: including career exploration, choice of major, choice of career, internship prep, job search strategies and career and/or graduate school decision-making

Career Assessments: formal, informal, and online

Career Resource Library: books, handouts, and internet subscriptions and links on our website

Career Fairs: including the campus-wide Career Fair, the Engineering Job Fair, and the Health Professions Career Day

Classes/Seminars/Workshops: for academic classes, student organizations and on-campus residents

Specialized Career Programs: alumni career panels, networking/etiquette dinners, plus many others

Resume Review: range from first-time resume writers to PhD candidates crafting a curriculum vita

Mock Interviews and interview coaching: to help students rehearse for job, medical and graduate school interviews

Maine Mentor Program: matches alumni career mentors, who provide job shadowing and advice, with current students

Web-based Services: UMaine Career Center website, CareerLink and GoinGlobal

Job/Internship Listings

On-campus Recruiting/Job Interviews

Health & Legal Professions advising

Graduate/Professional School advising and resources

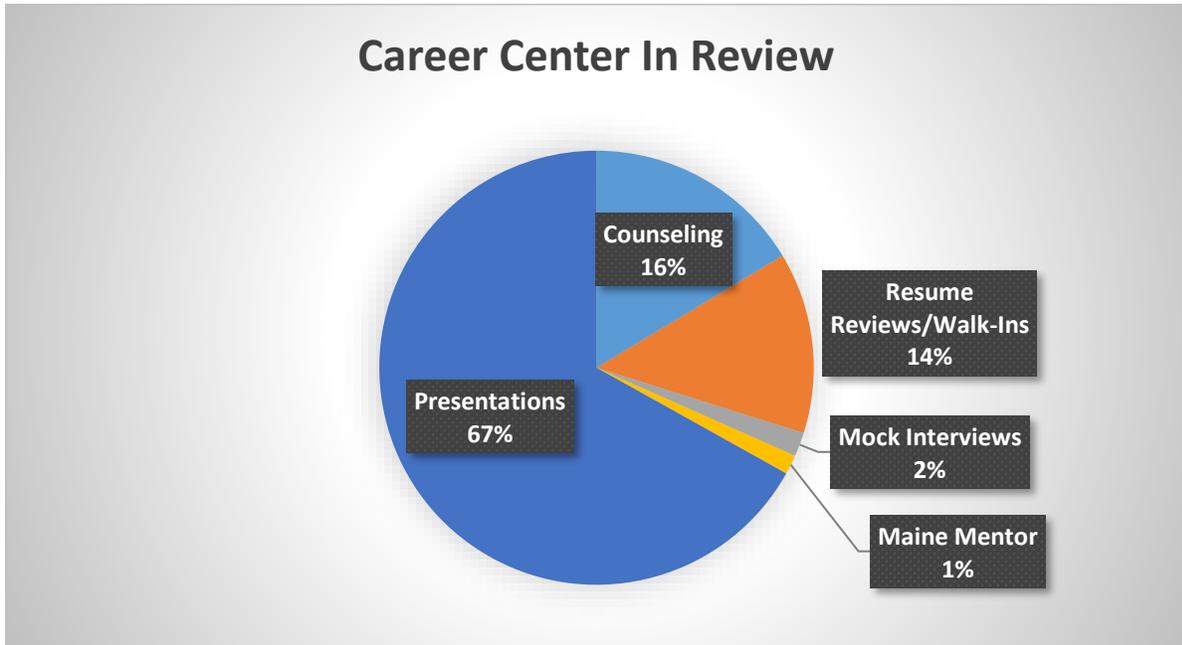
Alumni Career Services

Points of Pride

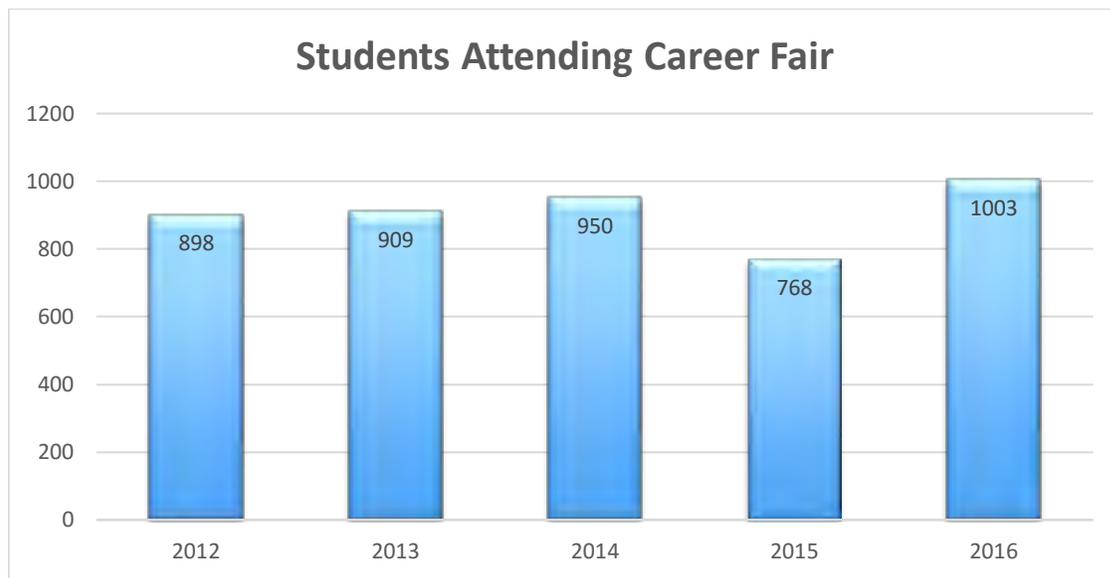
- Delivered career-related presentations to 3,899 students in academic classes, honor societies, and student organizations.
- Increased collaborations to include presenting at Mitchel Institute conference, Black Bear Leaders conference, Digital Humanities Week and Pride Week.
- Updated Career Center website to comply with University standards.
- Offered students the opportunity to download the Careers by Simplicity mobile app allowing them to receive up-to-the-minute job listing and career fair maps and employer information.
- Improved service accessibility by offering daily walk-in hours, extended hours and online presentation options and social media presence (Facebook, Twitter, Pinterest and LinkedIn).
- Organized and hosted the largest Career Fair in the State of Maine; 146 organizations in attendance and the largest Engineering Job Fair in the State of Maine; 96 organizations attending.
- Prepared 3 sophomores to interview with the Tufts Maine Track Early Assurance Program. This is a highly competitive program where only 4 students from Maine colleges and universities were invited to interview. Acceptances are pending as of publication date.
- Expanded the Maine Mentor Program to include 30 new mentors and made 106 high quality matches. Our reach and impact of this program remains strong. This year, students from every college used our program. Piloted the use of e-mentor concept with health professions students.
- Continued the successful MOM (Medical Outreach Maine) program by building on the established partnership with Tufts Medical School students, offering the program in Waldo County, and receiving 100% funding for the program through a lodging donation from Athenahealth and financial backing from PCHC and the Maine AHEC network.
- Established a Career Peer Advising program training 2 Career Assistants to provide outreach services, LinkedIn photos, answer quick questions and make appropriate referrals.
- Conducted assessment of services. This year we partnered with Institutional Studies to survey students who have participated in an internship and all staff participated in a CAS self-assessment project identifying Career Center strengths and suggested areas of improvement.
- Offered GoingGlobal for a seventh year with shared funding between three UMaine departments. GoingGlobal is a comprehensive internet-based resource that offers access to international career resources including worldwide job openings, internship listings, industry profiles, and country-specific career information.
- Continued an active, engaging Career Center presence on Facebook, Twitter, Pinterest and LinkedIn.
- Director Crisanne Kadamus Blackie was a contributing author to “*From Chaos to Creativity and Careers*”, published 2015.

CAREER CENTER SCOPE AND SATISFACTION
Exploring, Experiencing, Developing and Achieving Career Goals

- The Career Center supports all students, both undergraduates and graduates, with every phase of their career development. The graph below displays the breakdown of the way students receive our services.



- Entrepreneurial efforts generate income from career fair sponsors, advertising sales and registration fees. This income generation covers 86.7% of our operating costs.
- Delivers presentations to academic classes (137 classes in 2015-2016) through faculty invitations, including the majority of first-year seminars in all colleges. Follow-up assignments from these classes include meeting with a career counselor, completing career assessments, conducting career research using the Career Center library or participating in mock interviews or resume critiques with Career Center staff.
- Offers consultation and support for student organizations, other campuses of the University of Maine System and statewide organizations such as the Maine College Career Consortium and the Maine Chamber of Commerce.
- Reports 96% satisfaction rate based on a student satisfaction survey (2009-10). The next student satisfaction survey will be scheduled and conducted in the near future.
- Reports 100% satisfaction rate based on employer satisfaction surveys (2014, 2015, 2016).



2015 ENGINEERING JOB FAIR FINAL REPORT

Student attendance at the October 15, 2015 Engineering Job Fair: 1007 Students
 First Year- 139 Alum- 2
 Sophomores- 148 Non Um/Other- 7
 Juniors- 268 Walk-ins (did not sign in)- 128
 Seniors- 288
 Grad Students- 23

The 2015 Engineering Job Fair had 1007 students attend, this number increased from 772 in 2014.

Here are some more points about the fair:

- This was the 13th consecutive year for our Engineering Job Fair.
- We had 16 employer sponsors of the event:

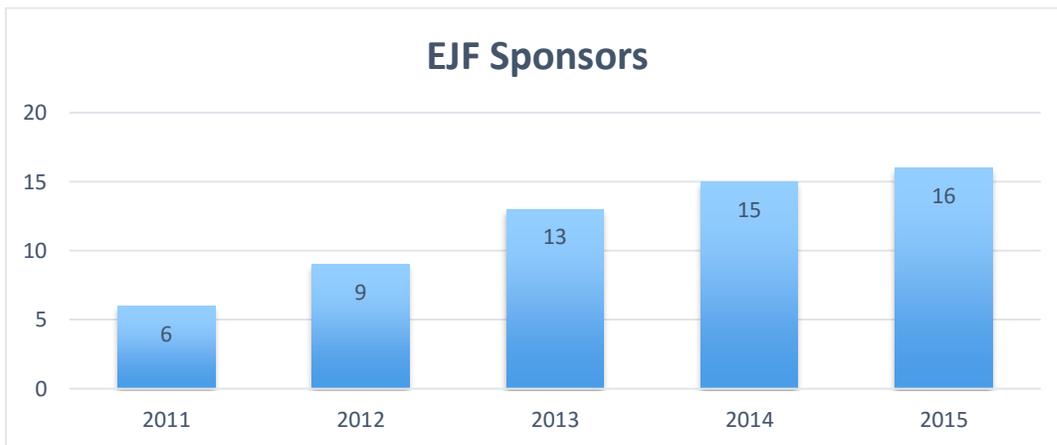
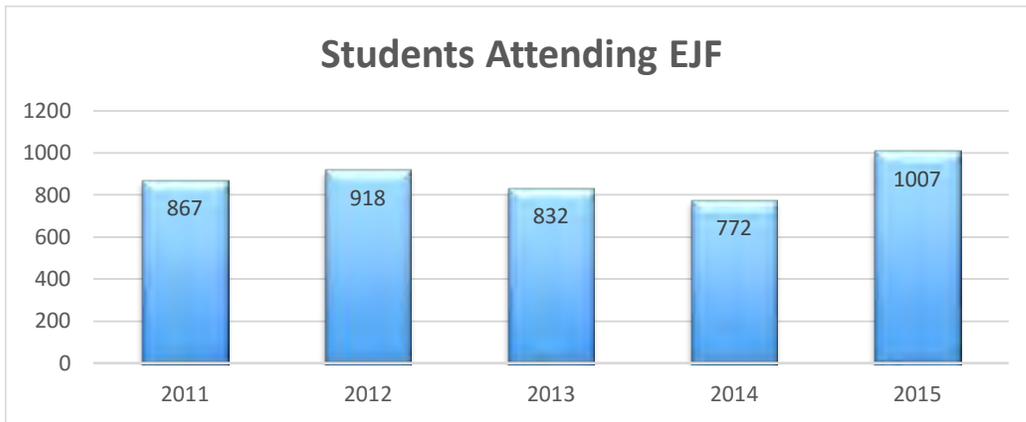
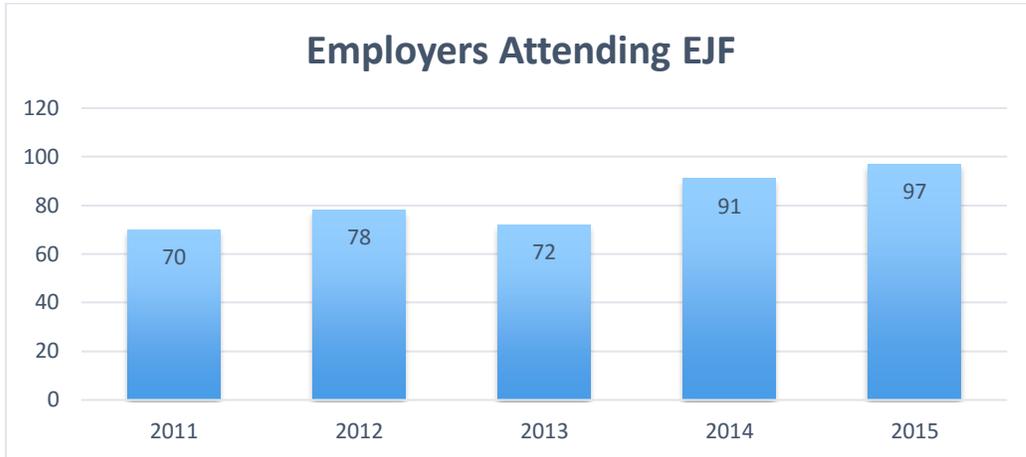
General Dynamics-Bath Iron Works	Mid-South Engineering Company
Kepware Technologies	New England Controls
Tambrands Inc., a Procter & Gamble Company	PC Construction Company
Tyler Technologies	POWER Engineers, Inc.
Bancroft Contracting Corporation	RLC Engineering, LLC
Corning Incorporated	SGC Engineering, LLC
Fairchild Semiconductor	Southworth Products Corp.
Harriman	Verso Paper Corp.
- This year's EJF had 97 organizations participating; this was an 6% increase in participation compared to our 2014 EJF (with 91 employers).
- 61% of our employer participants had full-time jobs to fill.
- 62% of our employer participants had internships and/or summer jobs to fill.
- Some participants came to meet our students and collect resumes to fill future openings.
- Many of our employer participants at the EJF were alumni of the University of Maine.

ENGINEERING JOB FAIR – STUDENTS BY MAJOR

Biological Engineering	20	Engineering Physics	7
Chemical Engineering	98	Math	1
Chemistry	2	Mechanical Engineering	217
Civil Engineering	165	Mechanical Engineering Technology	108
Computer Engineering	28	Physics	11
Computer Science	20	Survey Engineering Technology	6
Construction Management Technology	28	Undecided Engineering	5
Electrical Engineering	103	Other	44
Electrical Engineering Technology	48		

ENGINEERING JOB FAIR – VOLUNTEERS BY CLUB

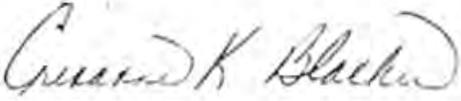
<p>AIChE: Members (6), Hours (9.5) BioE Club: Members (1), Hours (1.5) EWB: Members (10), Hours (5.5) IEEE: Members (24), Hours (59.5) SAE: Members (10), Hours (19)</p>	<p>SWE: Members (8), Hours (12.5) Theta Tau: Members (1), Hours (3) Ursa Minor: Members (2), Hours (3) Unaffiliated: Members (4), Hours (7)</p>
---	--



  <p style="text-align: right;">5748 Memorial Union, Room 300 Orono, ME 04469-5748 Phone: 207.581.1359 Fax: 207.581.3003 umainecarecenter@umit.maine.edu umaine.edu/career</p>	
 <p>The Division of Student Life <i>A brief look at the Career Center.</i> All numbers are taken from the 2015-2016 academic year.</p>	
<p>117,483 website hits. Our UMaine website has reached over 100 countries and is full of resources and programs for you to access. We are also excited about our social media reach. With 2,887 followers already connected we encourage you to find us on Twitter, Facebook, and Pinterest.</p>	<p>630 The number of UMaine alumni and friends who have volunteered to be a part of the Maine Mentor Program, a nationwide network of professionals who are enthusiastic about discussing their career paths with students.</p>
<p>244 employers from across New England attended our 2015/2016 career fairs. The Engineering Job Fair was held in October and the All Majors Career Fair was held in February. The fairs are followed up by a busy On-Campus Recruiting schedule as many employers stay an extra day to interview students that they connected with at the fairs. 2,010 students and alumni of varying years and majors came to the fairs in order to connect with employers, discover internships and start their career paths.</p>	<p>11 UMaine students participated in the Medical Outreach Maine trip in May 2016. Students spent 4 days in Waldo County learning about the health needs of rural communities. Their activities included completing blood pressure screenings, participating in dental outreach programs and exposing high school students to health careers.</p>
<p>thirty-one The number of different law schools that UMaine students and alumni were admitted to in 2015. The list includes Boston University, Boston College, University of Maine Law, Pepperdine University and the University of Oregon.</p>	<p>3.65 The average combined GPA of students who applied to medical school in 2015. By attending UMaine, these fantastic students have the opportunity to take advantage of programs such as the Tufts Early Assurance Maine Track Program and the Gilbert Loan Fund.</p>
	<p>787 The number of Walk-Ins and Resume Reviews Stop by during our daily walk-in hours.</p> <p>3,899 students attended Career Center presentations. Faculty and student organizations from all across campus have taken advantage of the customized and unique presentations that the Career Center can provide.</p>

Goals for 2016-2017

- Hire, orient and train a new STEM/Career Consultant.
- Increase outreach efforts and market services to graduate students including advertising the evening hours within the College of Education, Graduate School, and other targeted populations.
- Partner with the new LGBT GA to reapply for Out-For-Work Certification Program.
- Increase use of social media for outreach/networking/promotion.
- Learn and promote the new Focus II interface as an assessment tool.
- Increase GoinGlobal usage through increased marketing efforts to get faculty on board, using it as a learning tool and not just a job searching engine.
- Organize and host CareerFest 2016 in September; a program to help students with their career development needs early in the academic year.
- Purchase and learn a new add on to CareerLink, allowing counselors to share counseling notes with each other.
- Explore the viability of having the Career Center create a University wide Internship Collaboration Hub.
- Take a critical look at the Career Library in terms of resources and possible redesign of physical space.
- Develop learning outcomes for Career Center presentations.

A handwritten signature in cursive script, appearing to read "Grand K. Black".

Director/Department Head/Dean

June 6, 2016
Date