

Career Center Annual Report 2017-2018

Submitted by Crisanne Kadamus Blackie, Director June 13, 2018

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Executive Summary

The Career Center engages and educates students in their career development process. Our programming reflects our mission and the Career Center staff is honored to be able to assist students with their career readiness every day. A focus for this year was technology improvement and implementation. Our partnership with the University of Maine at Machias continues to evolve and their students are now able to participate in our presentations that are hosted in the Career Center Library. Their students are included in our online job listing database, CareerLink and are invited to participate in all of our programs and utilize our online resources. Several of our staff members have visited the UMM campus and met with students and staff. Internships are a continual point of interest for students, parents and faculty so we spent time this year identifying internship programs that are in existence, meeting with faculty who coordinate these programs and working towards a common set of internship guidelines. Employer relations continues to expand as we hosted the two largest career events in the state; the Engineering Job Fair and the Career Fair. In order to stay current in our field, the Career Center staff participated in trainings that resulted in national certifications in the Career Development field enhancing our credentials. In summary the Career Center staff:

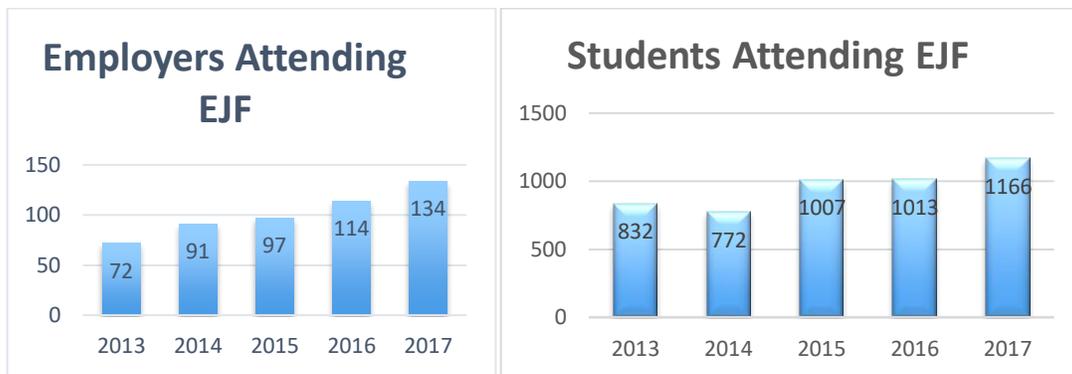
- Met with 5,485 students through one-on-one appointments, walk-ins and presentations.
- Had over 100,000 unique hits on our website.
- Held the largest Engineering Job Fair and Career Fair in Maine. Combined, 301 employers registered.
- Organized CareerFest in the fall which encourages students to get an early start on their career development and Jumpstart Your Internship in the spring.
- Updated the Career Center Library to become an interactive technology center.
- Focused on Career Ready competencies: incorporated into the Career Ready Digital Badge, imbedded into our presentations, part of Career Library artwork, and presented on this topic at the Maine Career Development Conference.
- Assisted health professions and pre-law students in their pursuit of professional school.
- Expanded our reach to students through our social media.
- Earned national credentials: two career counselors completed coursework to become Board Certified Coaches, one counselor became a Global Career Development Facilitator and one earned recognition as a Certified Career Counselor, the new standard of professional excellence through the National Career Development Association (NCDA).

Career Center Overview

Events

The fall began with **CareerFest**. This kick-off event is designed to motivate students to think about their career development from day one. This 3-day event included a fashion show featuring interview outfits for \$50 or less, a festival type event on the Mall which provided students an opportunity to meet informally with employers for resume reviews, job search tips, and career ready resources, a federal jobs workshops and the Careers in Accounting event. Several employers sponsored components of CareerFest including Machias Savings Bank who assisted with the fashion show, Wayfair and Enteprise supported the Mall event.

In October we hosted our **Engineering Job Fair**. This is the largest event of its type in the state of Maine with 134 employers participating; an increase of 20 employers from 2016. Over 1100 students attended the event to meet with employers regarding full time and internship opportunities. The next day, 148 students interviewed with employers. This event has become a signature partnership between the College of Engineering and the Career Center. We are looking forward to celebrating the 20th anniversary of this event in October 2018.



The spring semester began with us prepared to host the largest **Career Fair** ever with 167 employers registered. Ultimately a number of representatives canceled at the last minute due to the impending snow storm and 136 attended. We still considered this event a great success. The University closed mid-afternoon which ended the fair a bit earlier than usual. Employers found the fair to be a successful high touch event to meet with prospective talent. They feel our

“This is always an excellent time as an employer. The team over at the University of Maine do an excellent job in putting this together and making sure that the employers and candidates have everything they need for a successful day.”

Joshua Kearns, MBA, Consolidated Electrical Distributors, Inc.

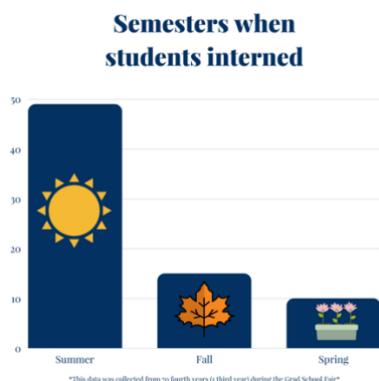
students are professional and prepared. We appreciate the partnership we have with faculty who graciously allow us to present in their classrooms and encourage students to attend this event.

Several small events also connect students and employers. This year we piloted organizing events around career clusters. This moves students away from the trait factor theoretical approach of the past

to a more interactive happenstance theory approach that encourages student to be open to opportunities that they may not have thought about before. In addition to the federal jobs workshop in the fall, we hosted additional events that included Careers in Law and Justice, Careers in Insurance, an International Careers Panel and a Health Professions Career Day.

Internships

Internships are a proven way for students to gain experience and secure full-time employment. There are many opportunities for students to participate in internships and there is also the need for coordination. This year, we invited faculty members who oversee internships for their department to meet together in the Career Center to look at best practices. As a result of this meeting, we are in the process of creating an internship guide that provides a common framework. The Flagship Internship program is now in year two. This program connects students with designated Flagship employers. Students participated in a two-day preparation “bootcamp” prior to starting their internship. This fall, students will share their newly gained knowledge at the Flagship Internship Showcase. Additional internship involvement included the U360 Internship Program and the Hanley Internship Program. Approximately 70% of employers who attend our events offer internships.



“Over the short 10-week internship, I grew as both a leader and public speaker. The three conferences I was able to attend through this program opened doors to countless connections and skills.” Brianna DeGone, Class of 2018.

Health Professions

Health Professions students regularly engage with the Career Center. Samantha Wheeler meets with students one-on-one via scheduled appointment and walk-ins. She is the advisor to the Health Professions Club which meets biweekly throughout the academic year. The club hosts a variety of guest speakers and partners with Samantha to host the Health Professions Career Day. This year approximately 50 students attend the Health Professions Career Day, meeting with admission representatives from Tufts University School of Medicine, University of New England College of Osteopathic Medicine, Husson University, and UNE College of Pharmacy. The keynote speaker this year was in the form of a panel of current students in health professional programs. We had a fourth-year medical student from Tufts, a third-year pharmacy student from Husson, a third-year optometry student from NECO, and a third-year medical student from UNECOM.

In addition, we had recruitment visits from Dalhousie Dental and New England College of Optometry. We had various guest speakers join us on campus, including, medical students from Dartmouth Medical School and a representative Hanley Institute to talk about their

Undergraduate Health Leadership Internships (UHLI) Program. We also organized multiple workshops to help students prepare for graduate and professional school, including UNECOM Facebook Live and Tufts Early Assurance Application Workshop.

During Open House and Accepted Students Days, the Tufts Maine Track and Early Assurance Programs are the most popular topics prospective students and parents want to discuss and ask questions about. This program continues to draw students to the University of Maine. This year we had a handful of students apply to the Early Assurance Program and three were asked back for interviews. They find out in June if they were accepted into the program. On average, University of Maine students fill two of the six seats available to the four invited schools (UMaine, Bowdoin, Bates, & Colby).

We were happy to offer again the INT 200 course, Orientation to Health Professions. Dr. Brandon Libby, an ER Doctor from Eastern Maine Medical Center and University of Maine graduate taught this course with Samantha Wheeler. This course includes an overview of health professions, guest speakers who encourage career exploration and service learning projects.

Our Health Professions Committee continues to advocate for this office and our students. This year close to \$58,000.00 in scholarships were awarded to health professions students.

Technology Update

The Career Center Library was updated to include wall mounted monitors, speakers and microphones. The room now can be used as an interactive space where programs can be broadcast, received and recorded. In addition, we will be able to have students from a distance participate in our workshops, information sessions and other programming. This includes having employers, from a distance, host information sessions. We anticipate that this will be a game changer in the way we can offer and expand our services. Additionally, our check-in process has been updated. When students enter the Career Center, we ask them to check-in using iPads that are set-up by the front desk. We piloted a card swipe system at several of our smaller events this spring. We will be utilizing this technology in the fall with our large events. We believe this will streamline our check-in process and allow us to compile statistical data more efficiently.

Employer Relations

The area of employer relations includes many aspects of the Career Center's activities and events. CareerFest is our kick-off event in the fall followed by Careers In Accounting. The engineering recruiting season begins with the Woodard and Curran Open House which is the first employer networking session of the year followed by Project Login. Activity increases in October with the Engineering Job Fair, employer information sessions and on campus recruiting. The day after the Engineering Job Fair, 148 on campus interviews took place.

We are pleased with the number of alumni who advocate for our students. Approximately 149 alumni attended our Engineering Job Fair and 82 attended the Career Fair. This fall, new relationships were established with an alumna from Amazon and alumnus from the National Geospatial Intelligence Agency (NGA) who were able to spend a day recruiting on campus. Alumni are very willing to partner with us and help our students.

We posted 3,280 positions (495 of these were internships) in CareerLink, our online job listing service. In addition, we hosted 41 Information sessions/ Information tables, 39 different organizations recruited through on-campus interviews, with 59 separate interview schedules, 255 unique OCR interviews, (plus over 60 phone and video interview room reservations), totaling just over 400 students who interviewed through the Career Center.

Kate Axelsen Foster, Assistant Director of Employer Relations works very hard to establish and maintain employer and collegiate relationships. In addition to our on-campus events, Kate participates in statewide organizations including serving as secretary for the Maine College Career Consortium and Co-Chair for the Maine Career Development Foundation Annual Conference. As a staff we attend and network with employers through events such as the Chamber of Commerce breakfasts, Maine Development Foundation events, Maine Biz Forum and other local and regional events.

Campus Outreach

“I would say the visit was very beneficial in that not only did I gain knowledge as to what I would be doing in that profession, but it also gave me a lot of information as to whether or not I want to work in that field of surgery.” – UMaine student commenting on Maine Mentor Program

The **Maine Mentor Program** is going strong. BJ Roach added ten new mentors this academic year with backgrounds ranging from business to engineering to law. Progress has been made on the pre-health component of our program, and we are looking forward to implementation during the 2018-19 academic year. The new Career Library technology provides an excellent opportunity for our students to connect virtually with mentors from around the country with the click of a button. We look forward to leveraging our large database of mentor experience in tandem with the new technology to invite mentors to join us virtually for class presentations and special

events. This will help us be more engaged with our mentors and will provide an accessible introduction to the program for interested students.

This fall we were awarded a **MELMAC Education Foundation Grant** to pilot a program with incoming students from 3 area high schools. Working with school counseling staff, we identified matriculated students and invited them to the Career Center for a 3-hour pre-orientation program where they met with representatives from several key offices across campus. Discussions centered around time management, course loads, roommate conflicts, connecting with new friends and experiences and the struggles that new students often face.

MELMAC Student Profile:
20/41 participants are First Generation College Students

Biggest Concerns: time management, meeting new people, getting involved, navigating campus and where to go for help

38/41 would like to work while going to school



We will reconnect with the students and their families at our information table during Orientation, and via email and in-person meetings as needed during the summer and then again during fall welcome weekend.

Our new **Tour Program** gave the Career Center staff an opportunity to learn in a new way. We felt that in order to more effectively assist our students, we needed to gain knowledge about our own campus. So we started touring. We visited the Foster Innovation Center, the IMRC, Athletic Training and KPE facilities, the VEMI Lab, Advanced Manufacturing Center and observed the Army ROTC student lab. Through these experiences we gained an awareness about the many resources and experiences that are available at UMaine.



Becoming Career Ready

Employers seek employees that have 21st Century Career Ready Skills. According to the National Association of Colleges and Employers (NACE), “*Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*” We have incorporated the NACE competencies into these 5 words: Professionalism, Collaboration, Coachability, Drive and Curiosity. This language surrounds us in the Career Center and has become a way for us to converse with our students on preparing for the world of work. We believe that all aspects of a student’s experiences help them so we have collaborated with academic programs across campus, utilized digital badging as a way to help students document their competencies and included these competencies in our presentations, events and social media. Our vision is to create a culture of Career Readiness across campus.

*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
Samantha Wheeler, Career Counselor, STEM/Health Professions
Chelsea Stanhope, Career Counselor
Cindy Trimm, Career Services Coordinator
Janice Madore, Administrative Specialist
Jeremy Hynson, Graduate Assistant
Naomi Caywood, 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: technology center, books, handouts, and internet links on our website

Career Fairs: 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: workshops, networking events, 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 prepare for job, medical and graduate school interviews

Maine Mentor Program: matches alumni career mentors with students to provide job shadowing and career information and advice

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

Job/Internship Listings

On-campus Recruiting/Job Interviews

Health, Legal Professions and Graduate School advising and resources

Alumni Career Services

Points of Pride

- Updated the Career Library to become an interactive technology center.
- Delivered career-related 126 presentations to 4,116 students in academic classes, honor societies, and student organizations.
- Enhanced our partnership with the University of Maine at Machias to support Career Services via CareerLink, our job listing service, our website and consultation to staff.
- Increased collaborations with academics and other departments through joint programming and tours to learn about programs.
- Coordinated the largest Career Fair in Maine; 167 organizations registered and the largest Engineering Job Fair in the Maine; 134 organizations in attendance.
- Prepared 3 sophomores to interview with the Tufts Maine Track Early Assurance Program. This is a highly competitive program where only 6 students from Maine colleges and universities are accepted. Acceptances are pending as of publication date.
- Revised the Maine Mentor Program to provide opportunities for health professions students to shadow in medical facilities.
- Offered GoinGlobal for a ninth year, a comprehensive internet-based resource that offers access to international career resources including worldwide job openings, internship listings, industry profiles, cultural advice and country-specific career information.
- Continued an active, engaging Career Center presence on Facebook, Twitter, Pinterest, Instagram and LinkedIn with over 9,000 followers.
- Credentialed Career Center staff that meets national standards.

Career Center Goals for 2018-2019

- To initiate a committee that will focus on programming for international and globally minded students.
- Offer 5 career cluster based programs: Careers in Energy, Careers in Insurance, Careers in Law and Justice, Health Professions Careers and possibly careers in recreation, tourism and hospitality.
- Incorporate Career Ready digital badge into marketing and presentation materials
- Create a newsletter for distribution 5 times per year.
- Coordinate with University of Maine at Machias, employers, and other campus partners to develop ways to utilize our Interactive Technology Library.
- To celebrate the 20th Anniversary of the Engineering Job Fair.
- To provide ongoing support and consultation to the University of Maine at Machias Career Center.

Career center

The Division of Student Life

**A brief look at the Career Center.
All numbers are taken from the
2017- 2018 academic year.**

This academic year was a busy year for the Career Center. We had over **100,000** visits to the Career Center website and **9,168** followers connected with us via social media. **1,584** students met with a Career Counselor one-on-one.

Our Career Center Staff were on the go both semesters, presenting to classes, student organizations, and more across campus to talk about our services and resources. **3,853** students attended our presentations.

QUICK STATS

301 employers from across New England registered for our Career Fairs. The Engineering Job Fair was held in October and the All Majors Career Fair was held in February.

1,875 students and alumni of various years and majors came to the fairs to connect with employers, discover internships and start their career paths.

400+ students participated in our On-Campus Recruiting, resulting from our Career Fairs



50

The number of students who attended the Health Professions Career Day. Several professional schools participated, offering admissions tips. The student panel was a big hit with medical, pharmacy, and optometry professions represented

3.82

The average combined GPA of students who applied to the Tufts Early Assurance Program. Ten applied and three students received interviews

4

Career Cluster events were held representing a shift from major specific programming. These included: Careers in Law and Justice, Careers in Insurance, International Careers panel and Federal Jobs workshop.

The University of Maine is an equal opportunity/affirmative action institution.