

## Career Center Annual Report 2018-19

Submitted by Crisanne Kadamus Blackie, Director June 12, 2019

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### Executive Summary

The Career Center staff is honored to follow our mission of engaging and educating students in their career development process. We reflect on this daily as our mission drives our programming. Moments such as celebrating the 20<sup>th</sup> anniversary of the Engineering Job Fair cause us to pause to reflect on our past and energizes us to move forward with intentionality to engage our students in their future. Our partnership with the University of Maine at Machias is another opportunity for us to extend our reach by welcoming more students to share in our services. Their students are included in our online job listing database, CareerLink, are invited to participate in all of our programs and utilize our online resources. The interactive technology in the Career Center Library has provided a way to engage with students, from a distance, record presentations for later viewing and bring outside presenters to us. In an effort to standardize internships for our students, we published *The Internship Guide* for students, faculty and employers. The Internship Collaborative, composed of faculty and staff connected to internships, met to share best practices and we have continued our work with the Flagship Internship Program. The Career Center staff continues to enhance our credentials and stay current in the field by participating in trainings and conferences.

*In summary the Career Center staff:*

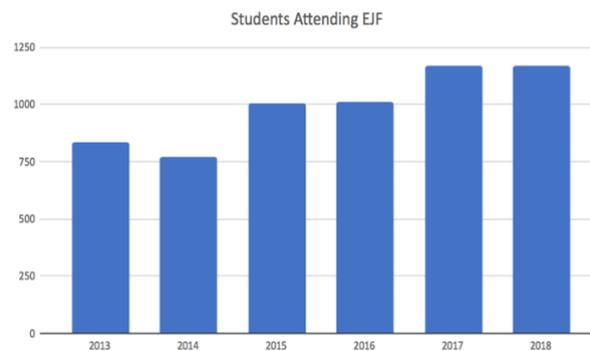
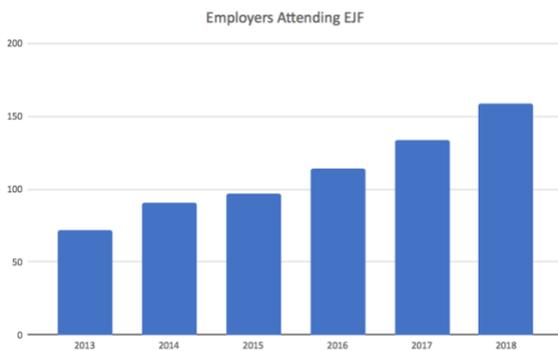
- Met with 6,260 students through one-on-one appointments, walk-ins and presentations.
- Had over 108,406 hits on our website; an 8% increase from 2017-2018.
- Held the largest Engineering Job Fair and Career Fair in Maine. Combined, 327 employers attended.
- Facilitated on-campus interviews for 148 students with an additional 80 students participating in a phone or video interview utilizing the Career Center.
- Organized the third annual CareerFest in the fall, which encourages students to get an early start on their career development, and 5 career cluster events.
- Assisted health professions and pre-law students in their pursuit of professional school.
- Expanded our reach to students through our social media and other marketing efforts including newsletters, posters and outreach efforts.
- Prepared students who applied for the Tufts Maine Track Early Assurance Program; 5 of 7 were invited for interviews.
- Awarded over \$62,000 in scholarships awarded to health professions students.

## Career Center Overview

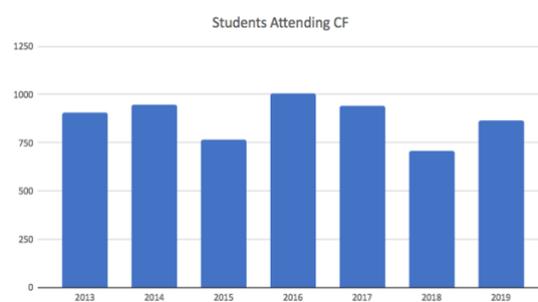
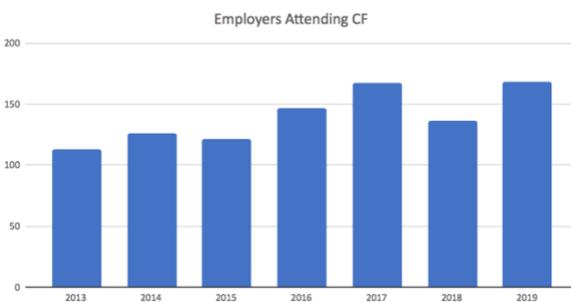
### Events and Employer Relations

The fall began with CareerFest, a 3 day event which included activities on the Mall, under the tent, where students were able to engage with employers in a casual environment. This is an opportunity for students to ask questions about interviewing, resumes, and company information. This festive event included food, fun and prizes. On the last day of CareerFest, we hosted a panel discussion on applying for federal jobs; the first of several career cluster events.

The 20<sup>th</sup> anniversary of the Engineering Job Fair was celebrated in October with a record number of employers (159) and students (1,169) attending the event. In celebration, employers were invited to a breakfast with the engineering faculty and deans. Welcoming remarks from President Ferrini-Mundy, Dean Humphry and Dean Dana marked the occasion. Recruiting activities were scheduled by fifteen of these organizations. Seven held on-campus information sessions the night before, or immediately following the fair.



The spring semester began with us preparing for the Career Fair. The New Balance Recreation Center was at full capacity with 168 employers in attendance. We saw a 22% increase in student attendance at this event. Employers continue to comment that our students are professional and prepared. We would like to thank the faculty who graciously invite us to present in their classrooms and encourage students to attend this event.



To provide opportunities for students to meet with employers in a smaller venue, we offered programming around different career clusters. These included Federal Careers, Careers in Math, Careers in Law and Justice (jointly with UMM), Careers in Sustainable Agriculture, Careers in Outdoor Recreation and Tourism (jointly with UMM), Health Professions Career Day, Careers in Accounting (jointly with the Maine Business School) and Careers in Insurance month. Each of these events provided a panel or presentation with an opportunity for students to network with employers, alumni or industry representatives.

### **Hire A Black Bear**

- Purchased software module through CareerLink to provide an opportunity for our students to self-report their career outcomes.
- Developed a new Internship/ Employment Survey of graduating seniors: of the 162 respondents, 62% completed an internship, 39% had multiple internships, 22% had paid internships, and 75% completed internships in Maine.
- Created and published a new *Internship Guide* for students, employers and faculty.
- Contributed to the University of Maine System *Hiring Guide for Maine Employers*.
- Revised *Employer Recruitment Guide*.
- Presented on *How to Develop an Internship* to the Maine Banker's Association Meeting, 40 members were in attendance.
- Coordinated 34 On Campus Recruitment schedules and 26 information sessions; 35 companies recruited on campus, an additional 80 phone and video interviews occurred.
- Posted 3,437 jobs in CareerLink (1,040 were internship postings).



### **Becoming Career Ready**

We provide regular oversight and communication with employers and students using CareerLink, our online job listing service. This includes reviewing employer registrations and approving internships and full time jobs. To get the word out about opportunities, we manage the distribution of targeted Job Blasts of selected jobs, internships, and recruiting events to students, alumni, faculty and administrative contacts to announce in classes, forward to students, and post in campus spaces. The University of Maine at Machias students have access to and are included in all CareerLink activities.

We offered 2 academic classes this year to assist with career development. INT 192 was offered to undergraduates as an opportunity to explore their career development process. HED 598 was offered to graduate students in the Higher Education program. This one credit course was designed to provide higher education professionals with an understanding of the career development process and to learn about tools they can use with their future students.

Many faculty and staff have an interest in helping their students become Career Ready.

- Partnered with AMA to facilitate the Annual Etiquette Dinner; 200 students attended.
- Offered an internship workshop series to students in the spring; promoted by faculty.
- Partnered with the Graduate School to offer the Mug Club Workshop Series.
- Hosted the Global Workshop series in collaboration with the Office of International Programs.
- Participated in the Engaged Black Bear Program, Education Design Lab and their Virtual Career Fair.

### **Health Professions**

Health Professions students have the opportunity to meet with our Health and STEM Professions Career Counselor through scheduled appointments, walk-in hours and via health professions programming and presentations. The number of students taking advantage of these opportunities has increased. A Google Classroom and a Facebook group serves to disseminate information.

#### *Tufts Maine Track and Early Assurance Programs*

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. This program continues to draw students to the University of Maine. This year we had seven students apply to the Early Assurance Program and five were asked back for interviews, of this group three have moved on to the final stage of the admittance process. As of publication date, final acceptances have not been announced.

#### *Campus Visits/Programs*

Multiple events were organized including the following recruitment visits: Dalhousie Dental, Logan Chiropractic, New England College of Optometry, Frank D. Netter School of Medicine Quinnipiac University, and New York College of Chiropractic. Special programs included: medical students from Dartmouth Medical School, The Army Medical Corps Suturing Clinic and Stop the Bleed Clinic and a representative from the The Hanley Center's summer Undergraduate Healthcare Leadership Internship (UHLI) program. Workshops were organized to help students prepare for the application process: Kaplan Admission Test Workshops, a Medical School Application Workshop, Personal Statement/Essay Workshop, and Interview Prep Workshop.

#### *Health Professions Career Day*

The Health Professions Career Day had contributing sponsorship from the Maine AHEC Network and the University of Maine Student Government. This year, the program saw an attendance of 30+ students, ranging from pre-dental, pre-med, pre-optometry, to those interested in public health and research. In addition to health care providers from medical lab science to psychiatry, students were able to meeting with admission representatives from Tufts University School of Medicine, University of New England College of Osteopathic Medicine, Husson University, and Quinnipiac University. Dr. Rod Chelberg, MD and UMaine adjunct professor from the Biomedical Engineering Department, was the keynote speaker.

#### *Health Professions Scholarships/Loans*

This year, the health professions scholarship sub-committee awarded over \$62,000 in scholarships to health profession students.

## Pre-Law

The Pre-law program was in transition this year with a new career counselor taking the helm. The Pre-Law Club met regularly and assisted with the Careers and Law and Justice Program which provided an opportunity for 30+ students to learn about the vast array of career opportunities in this field. In addition, the pre-law website has been restructured and updated to reflect more current information. We were pleased to be able to assist with the awarding of a \$1,000 scholarship to a graduating senior accepted to law school.

## Maine Mentor Program

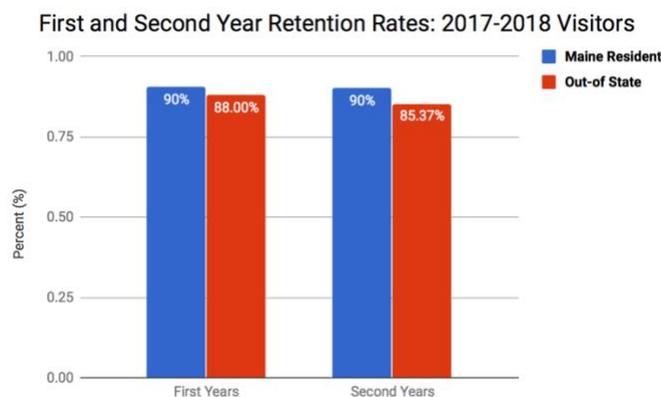
Beginning in the spring semester the Maine Mentor Program and database was evaluated and updated. All 650 mentors in the database were contacted about their interest in continuing in the program. Currently we are updating the database based on the responses and reevaluating how to best use the program moving forward. This spring, seven new mentors were recruited for the program.

## Technology Update

The Career Library technology has been utilized throughout the year to deliver workshops at a distance, host webinars and record presentations. This has given us an opportunity to partner with the University of Maine at Machias to offer programming. Other campus offices have utilized this technology for professional development and for their students.

Maine Card swipe technology was used at all of our major events including the Engineering Job Fair and Career Fair. This technology increased check-in efficiency at both events by shortening wait time and providing us additional information about students including their year and major. We are fine tuning this process and worked with a capstone engineering class to develop a plan to ease check-in traffic flow at events in the New Balance Recreation Center. We are looking forward to implementing this new plan in October.

Upon arriving in the Career Center, all students check-in prior to their meeting with a Career Counselor. Tracking this data has resulted in us learning that 90% of the in-state and 88% of the out-of-state students that we met with in the Career Center were retained from year 1 to year 2. Although the Career Center is only one of many factors, it is interesting to see this level of engagement among these students.



In conjunction with data collection we partnered with the Explorations program to meet with first year pre-engineering and undecided students. During the fall semester, we individually met with 189 students from this program. We also piloted our first year of the Black Bear Career Development Academy through a MELMAC foundation grant. We worked with a cohort of local students and learned a great deal about career and program development through the lens of a first year student, we will be recruiting our next cohort at summer orientation.

### **Learning about Emerging Industries**

To learn more about research occurring in marine sciences and employment trends, the Career Center staff visited and toured the University of Maine at Machias and the Downeast Research Institute to learn about their research and workforce development initiatives.

In addition, the Career Center staff has been able to network with members of the sustainable agriculture community, faculty and students. Another growing field is outdoor recreation. We initially connected with this outdoor community through Maine Outdoor Brands. It is through our professional networks and attendance at programs that we learn about new and exciting opportunities for our students.



### **Professional Development**

The Career Center staff is encouraged to take advantage of professional development activities and statewide leadership opportunities. Attending conferences offered through the Maine Career Development Association, Eastern Association of Colleges and Employers and the National Career Development Association exposes the staff to cutting edge thinking that we can bring back to our campus. Sometimes, we learn that we are the cutting edge and we are happy to share our knowledge with others. We hosted and participated locally in the MCDA Career Cafes, and presented at the System Wide Advising Group (SWAG) and the MCDA conference. On campus, we attend many different programs including the World Accessibility Conference, Veterans Suicide training and Green Zone Training. We are members of several committees including the Maine Business School Student Affairs and Alumni Relations-(SAAR) committee, the Flagship Internship Program Committee, Veterans Advisory Committee, Wellness Advisory Committee, and The Sexual Assault and Relationship Violence Prevention Committee (SARVP).

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  
Lisa Carter, 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 preparation, 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 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 groups

**Specialized Career Programs:** workshops, panels, networking events, and career cluster events

**Resume Reviews:** for 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 students with alumni career mentors to provide job shadowing, 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

- A Career Library with interactive technology to provide distance programming to University of Maine and University of Maine at Machias students.
- Delivered 148 career-related presentations to 4,414 students in academic classes 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 including our career cluster events.
- Coordinated the largest Career Fair in Maine; 168 organizations attended and the largest Engineering Job Fair in the Maine; 159 organizations attended.
- Prepared 5 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.
- Continued to implement and learn from the MELMAC grant effective ways to engage with first year students.
- Offered GoinGlobal for a tenth 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. Also partnered with the Office International Programs for a Global Careers workshop series.
- Continued an active, engaging Career Center presence on Facebook, Instagram, and LinkedIn with over 9,000 followers.
- Credentialed Career Center staff that meets national standards.
- Hosted the Maine Career Development Conference.

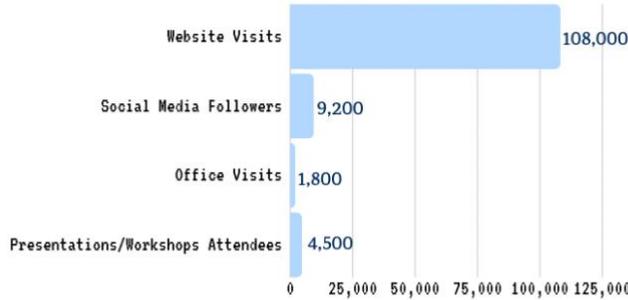
## **Career Center Goals for 2018-2019**

- Increase attendance at the Career Fair by 10% through targeted marketing efforts.
- Implement a new check-in process at the Engineering Job Fair.
- Solicit feedback about the Career Center through a student focus group.
- Provide ongoing support and consultation to career services at the University of Maine at Machias.
- Collaborate with academic departments to offer career cluster based programs.
- Coordinate 2 Internship Collaborative meetings and continue to serve as a campus resource for internships.

## Careercenter The Division of Student Life

A brief look at the Career Center statistics from the 2018-2019 academic year.

### STUDENT & ALUMNI INTERACTIONS



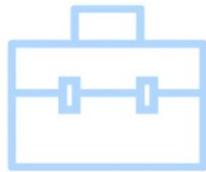
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students and alumni of various years and majors attend our fairs to connect with employers, discover internships and start their career paths.



3 out of 5 interviewed pre-med students for Tufts University School of Medicine Early Assurance Program were accepted.

### 5 CAREER CLUSTER EVENTS

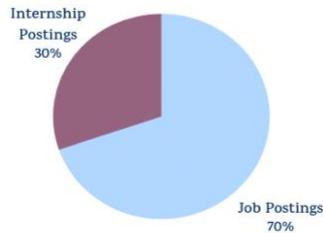


- ★ CAREERS IN LAW & JUSTICE
- ★ CAREERS IN MATH
- ★ CAREERS IN SUSTAINABLE AGRICULTURE
- ★ HEALTH PROFESSIONS CAREER DAY
- ★ CAREERS IN OUTDOOR RECREATION & TOURISM

### JOBS & INTERNSHIPS POSTED ON CAREERLINK

3,437 positions posted on CareerLink. 70% were job postings and 30% were internship postings.

17,419 students and 6,581 employers are registered on CareerLink. Both of these statistics have increased from the 2017-2018 year.



### 327 EMPLOYERS

from across New England registered and attended our Career Fairs. The 20th Engineering Job Fair was held in October and the All Majors Career Fair was held in February.



## Organizational Chart ♦ Career Center, University of Maine 2018-19

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### Division of Student Life

Vice President for Student Life & Dean of Students  
Robert Dana



Director, Career Center  
Crisanne Blackie

Assistant Director, Employer Relations	Career Counselor	Career Counselor	Career Counselor, STEM/Health Professions	Career Services Coordinator	Administrative Specialist
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Caryn Boutaugh, Career Assistant  
Madison Courser, Career Assistant  
Carli Harris, Career Assistant  
Catherine McDonald, Career Assistant  
Lelia Rollins, Career Assistant  
Hannah Thomson, Career Assistant  
Hannah Ward, Career Assistant  
Steven White, Career Assistant  
Breanna Wiggins, Career Assistant  
Peter Zacchilli, Career Assistant

