

**Career Center
St. Ambrose University**

Mission Statement

The purpose of the Career Center is to assist students and alumni to identify, and develop career goals, and to apply their achievements and learning to their professional goals.

Goals

1) To partner with faculty to provide information and incorporate professional development with academic goals.

OBJECTIVE: Approach and identify a liaison with each department on campus.

2) To help students make informed career choices and transition to professional environments.

OBJECTIVE: Meet with individuals and groups to provide career assessments, counseling and career opportunities. Establish professional opportunities such as internships, Co-ops, part-time/full-time work, job shadows, and work-study programs.

3) Collaborate with employers, faculty and campus departments to enhance students' personal development.

OBJECTIVE: Provide professional events (etiquette dinners, career fairs, mock interviews, etc) and workshops.

4) To prepare and assist students to achieve meaningful employment and/or admission to graduate or professional school.

OBJECTIVE: Provide students with knowledge and skills about employment, graduate and professional schools and employment opportunities through personal and electronic interaction.

Career Center
2004-2005 Year End Report

June 2005

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Career Center

Mission Statement:

The purpose of the Career Center is to assist students and alumni to identify, and develop career goals, and to apply their academic achievements and learning to their professional goals. To achieve this mission, the staff of the Career Center has the following goals:

- To partner with faculty to provide information and incorporate professional development with academic goals
- To help students make informed career choices
- To assist students' transition from academic to professional environments through internships, co-ops, part-time work and work-study programs
- To enhance students' personal development through professional events, workshops, and alumni relations
- To prepare and assist students to achieve meaningful employment and/or admission to graduate or professional school

2004-2005 Narrative:

The Career Center had a successful year. We do not have numbers from previous years to compare the amount of “traffic” in our office but feel it has greatly increased. There are several reasons we attribute to this change. One is our new location in the Rogalski Center. The Career Center is located on the main level of the Rogalski Center and students walk past it almost daily. A goal this past year was increasing our visibility across campus. The Career Center staff became more involved in campus and community organizations and committees. We feel the efforts we made were positive for our office. We have begun building several partnerships across campus and in the community that have made us more visible to students, alumni, faculty, staff, and employers. This past year we also implemented the “Don’t Cancel Class” program that was well received throughout campus. The idea behind this program was to assist faculty members when they were not going to be on campus by presenting career related presentations to their classes. Many faculty members took advantage of this program which assisted our office in promoting our name and services to faculty, staff, and students.

In 2004, our overall placement percentage was 77.3% employed, 21.7% enrolled full time in graduate school, and 1% unemployed (the majority by choice). These numbers are only undergraduate students and based upon a 42% response rate.

In addition to the total number of students we serve we have also tracked the number of contacts we’ve had with students. On average, after a student visits our office we are in contact with them again either by another appointment, phone, or email at least two more times. We feel that students calling back with questions or seeking more ideas/advice is a positive sign that they were pleased with our services.

Job Shadows are an area that were not tracked this past year and we do plan to track the number of students we assist in setting up those opportunities in the 2005-2006 year. We also plan to implement surveys asking student satisfaction with our services. These surveys will be distributed for a two week period both in the fall and spring semesters.

Overall, the Career Center staff is pleased with this past year and the number of students and alumni who took advantage of our services. We are very excited for the upcoming year and plan to make a few adjustments to current services and implement other ideas to best prepare students for newer trends in the job market and hiring process.

2004-2005 Participation Numbers:

	Total # of Events	Total # of Classroom Presentations	Total # of Schedule Appointments	Overall total # of students served
Fall 2004	9	19	1051	1336
Spring 2005	10	21	768	1089
2004-2005	19	40	1819	2425

* These numbers do not include the brief introduction of services that we do in several New Student Seminar and Information Literary classes.

2004-2005 Statistical Overview:

Events	Fall 2004 # of participants	Spring 2005 # of participants	Total # of participants 2004-2005
Alumni Direct Assist	-	-	354
Career Fairs	132	159	291
Classroom Presentations/Seminars	285	321	606
Etiquette Dinner	N/A	68	68
Internships	-	-	206
Mock Interviews	84	97	181
On Campus Recruiting	90	83	173
Work Study	812	-	812

2004 Undergraduate Survey:

Major	Total # of Graduates	Employed	Not Employed-Seeking	Not Employed-By Choice	Graduate School Fulltime	Graduate School Part-time	Information Unknown
Accounting	27	10			1	1	16
Art	17	3			2		12
Biology	32	4			9	1	19
Business	130	46			2		82
Chemistry	3						3
Computer	37	14	1			1	22
Criminal Justice	20	8			3		9
Education	85	49			3	4	33
ELST/SPST	12	3					9
English	21	7				2	14
ENVR	1						1
Forensic Psychology	2				1		1
French	1						1
German	1			1			
Health, PE, & Sport Science	15	6			2	1	7
History	17	6			5	1	6
IE	8	6					2
Math	4	1					3
Mass Communications	50	14		1	1	1	34
Music	1				1		
Nursing	15	1					14
Physics	2						2
Political Science	6						6
Psychology	45	2			21		22
Sociology	7	2					5
Spanish	2	1					1
Theater	5	1				1	4
Total 2004	566	184	1	2	51	13	328

* Numbers are reflective of majors, not students.

Alumni Direct Assist

2004-2005 Narrative:

The Alumni Direct Assist program is designed for our current students who are close to graduation, one semester away, and our alumni. Students and alumni can register on our website to receive job posting emails in their particular area of interests. Students and alumni register themselves and are able to unsubscribe or re-subscribe anytime. We publicize this program in classroom presentation and on the front page of our website.

The numbers on Alumni Direct Assist are hard to track because people are continually being added or removed. This is a service that we have received a lot of positive feedback on. Current students close to graduation and alumni are happy to receive the job postings and employers are happy to be able to reach this group. We have several employers that are specifically looking for applicants who have been out of school for a few years and find this service very helpful in their methods of advertising. This past year there have been a lot of additions to the distribution lists due to the economy. However, this past spring several people have been placed through this system.

2004-2005 Participation Numbers:

Year	Number of Participants
2004-2005	354

Career Fairs

2004-2005 Narrative:

Participation numbers were positive for the Career Fairs. St. Ambrose students represented 62% of the participants at the Accounting/Finance Fair, 43% at the Fall Career Fair, and 66% at the Spring Career Fair. Hosting the Accounting/Finance Fair in the fall semester and the General Career Fair in the spring was positively received by our students. The Career Center would like to see a higher number of student participants but are pleased with the overall turnout. We are hopeful that as we continue to host these fairs that students will recognize the benefits and be more inclined to participate.

The number of employer participants did grow this year. Increased employer participation is a reflection of positive changes in the economy and also the qualifications of our students and Career Center efforts to recruit new employers. We are trying to expand our contacts to the Chicago area and others as our student population changes. The Career Center is pairing up with the Advancement and Alumni/Parent Relations office to reach new markets and to provide programming “on the road” for our alumni. We are hopeful that this will increase relations for our alumni mentoring program, job shadows, internships, and employment opportunities for our current students.

2004-2005 Participation Numbers:

Events	Fall 2004	Spring 2005	Total # of participants 2004-2005
Accounting/Finance Career Fair	28	N/A	28
General Career Fair	104	159	263

2004-2005 Statistical Overview:

Major	Freshman	Sophomore	Junior	Senior	ACCEL	Graduate Student	Alumni
Accounting		4	16	23	1	5	
Biology		1	1	4			1
Chemistry		1	2				
Computer Science			3	11			1
Criminal Justice			6	9		2	
Elementary Education		1					
English				4			1
Finance/Econ		4	13	28			

Foreign Language		1		1			1
Forensic Psychology				4			
General Business			6	7			8
Health Science				1			
History			1	6			1
Industrial Engineering		2	3	4			1
International Business				1			
Management	1		8	12	1		2
Marketing	1	3	9	13		1	2
Mass Communication				1			
MBA						14	4
Math				1			2
MOL						2	
Nursing		1					
Occupational Therapy	1	1		1			
Physical Education				1			
Political Science				1			1
Psychology		1	2	6			1
PR/Marketing			4	12			1
Radio/TV Journalism			1				1
Sociology				6			
Sport Management		1	1				1
Theater				1			
Theology				1			
Total	3	21	76	159	2	24	29

* Numbers are reflective of majors, not students.

Classroom Presentations/ Seminars

2004-2005 Narrative:

This year the Career Center implemented a “Don’t Cancel Class” program for faculty members to invite our office into their classroom on days they knew they would be gone. We don’t have numbers from last year for the number of classroom presentations but the general feel from the office is that we had a large increase in the number of classroom presentations. The spring semester also showed an increase in the number of presentations which is hopefully a positive reflection on the services/presentations we provided in the fall semester. Classroom presentations allow the Career Center to get our name and services out to students and generates positive interactions and use of services by students. We were also invited to several New Student Seminar and Information Literacy classes to do a quick five minute introduction of our offices and the services that we provide. These courses were not tracked with the presentations.

2004-2005 Participation Numbers:

Semester	# of Presentations/Seminars	# of Participants
Fall 2004	19	285
Spring 2005	21	321
Total 2004-2005	40	606

* These numbers do not reflect the number of New Student Seminar and Information Literacy classroom presentations.

Etiquette Dinner

2004-2005 Narrative:

The Etiquette Dinner is done each spring semester. We invite an etiquette speaker to come and present on proper dining for business meals as well providing other helpful hints on proper business etiquette. This is a positive experience for students to participate and learn some “dos” and “don’ts” from our etiquette speaker and the employers who attend.

This years’ etiquette dinner was a success from the verbal feedback we received from students and employers who attended. We required students to prepay for the dinner when they signed up and feel that this helped with overall attendance for the dinner. Last year there were a number of students who signed up to attend but did not show.

2004-2005 Participation Numbers

	Fall 2004 # of Participants	Spring 2005 # of Participants	Total # of participants
Etiquette Dinner	N/A	68	68

Internships

2004-2005 Narrative:

In the 2004-2005 academic year 219 new internship applications were received and 168 were rolled over from previous program years. The numbers are a little skewed because not all students registered for internships are available for internship experience at the present time. Freshman/Sophomore students are generally steered toward resume building activities, i.e. Mock Interviews, Etiquette Dinner, Job Shadows, Volunteer Work or similar activities. Students already working p/t are often unable to fit an internship into their schedule and other students face limitations such as transportation, wage requirements, geographic requirements, and changes in the job market. We feel that we have a large number of internships available to students and that the number of students placed in internships is good. Employers repeatedly come back specifically for St. Ambrose students and we feel that is a positive reflection on the university and our programs.

2004-2005 Participation Numbers:

Year	# of Student Applicants	Total # of Internships	Placement Percentage
2004-2005	387	206	53%

2004-2005 Statistical Overview:

Year	# of Primary Internships	# of Secondary Internships	# of Third Internships	Total # of Internships
2004-2005	163	35	8	206

Major	# of Students Placed in Internships	Participation Percentage
College of Arts and Sciences	35	21%
College of Business	111	68%
College of Education and Health Sciences	10	6%
Graduate Programs	7	4%
Total 2004-2005	163	99%

* These numbers do not include students completing required practicums in Nursing, Education, Criminal Justice, Social Work and some Science disciplines. They are still being handled through the individual departments.

Mock Interviews

2004-2005 Narrative:

The Career Center hosts mock interviews in our office several times a semester. Employers are invited to participate in the mock interviews and we typically have an average of 8 employers each designated day. Students sign up for a half an hour interview. During the interview time students meet with employers who ask them interview questions for approximately 15-20 minutes. The final 10-15 minutes is spent with the employer providing feedback to the students on their particular interview and also giving other helpful hints about resumes, interviewing, and other career/job search related topics.

Mock Interviews are an invaluable experience for students. We have been very fortunate to have positive relationships with several employers who see the value of mock interviews and graciously volunteer their time to assist our students. This past year we held mock interviews for the campus community, Principals of Management classes, Art students, and Doctor of Physical Therapy students. We are very excited about the interest from faculty members on campus and are very happy with the participation from both students and employers for our specialized mock interview days.

2004-2005 Participation Numbers:

	Fall 2004 # of Participants	Spring 2005 # of Participants	Total # of participants 2004-2005
Mock Interviews	84	97	181

On Campus Recruiting

2004-2005 Narrative:

On campus recruiting is helpful to students, especially those without cars, by allowing them to do an initial interview with a company right here on campus. Inviting employers to campus is positive for our office to assist in building relationships and also gives the employers a first hand look at the quality of students we have at St. Ambrose. Our office also does all the scheduling of interviews and collects the resumes and transcripts, when necessary, which is beneficial service to the employers. This past year employers were very pleased with our new facilities and the students they met with. Several have already booked dates to come back next year. We feel that due to the success of our students' employability this past year based upon on campus recruiting and our new facility that we will continue to see our company participation increase over the next few years.

2004-2005 Participation Numbers:

	Fall 2004 # of Participants	Spring 2005 # of Participants	Total # of Participants 2004-2005
On Campus Recruiting	90	83	173

2004-2005 Statistical Overview:

Semester	# of Interested Companies	# of Companies on campus	# of Interviews requested by students	# of Company interviews	# of Student Participants
Fall 2004	14	12	148	121	90
Spring 2005	10	7	100	76	83
Total 2004-2005	24	19	248	197	173

Work Study

2004-2005 Narrative:

The Career Center was very fortunate this past year and able to place all work study students who wanted to be placed. There were several students who qualified for work study but chose not to participate. In August of 2004 we were given permission to seek employment opportunities for students off campus. This helped with the number of students placed and allowed us to match students with an area related to their major. It has also generated some revenue for the university as our off campus sites pay half the wages for students placed at their site. These placements have also opened up additional internship, field experience, and full time employment opportunities for our students.

Genesis Medical Center is an example of the off-campus placements. The Career Center approached the Nursing department about off-campus sites and it was suggested to contact Jon Lemke at Genesis Medical Center. Since our office contacted Genesis we have had 4 work-study students and 4 internships through Genesis.

2004-2005 Participation Numbers:

	Fall 2004 # of participants	Spring 2005 # of participants	Total Participants 2004-2005
Work Study	812	N/A	812

Campus and Community Outreach

The Career Center reached out to several departments, groups, and organizations both on and off campus in 2004-2005. Career Center staff participated in groups such as Quad City area Chamber of Commerce, Great River Human Resource Association, Young Professionals Networks, St. Ambrose self-steering committees, Homecoming and Multicultural week committees, Graduate Professional Enrichment Series, Orientation meetings, Alumni Symposium, and Welcome Week Events. Many site visits and company tours have also been done to enhance internships and build relations between the organization and the Career Center. Company contact has been with companies such as, but not limited to, Russell Construction, The Swing of the Quad Cities, Family Dollar Distribution Center, DeWitt, Enterprise Rent-A-Car, Rock Island Arsenal, Maxx Model & Talent/Maxine Parrish, Bandag, Muscatine, Life Investor Financial, River Music Experience, Davenport School District, Lee Enterprises, John Deere, Moline School District, Merrill Lynch, Northwest Bank and Trust, Putnam Museum and presidential campaign headquarters. Throughout the year the Career Center has been very visible attending numerous meetings and functions throughout campus and the Quad City community.

Areas To Be Addressed in 2005-2006

- In the 2005-2006 school year the Career Center plans to implement Mock Phone Interviews in addition to our current Mock Interviews due to the increasing use of this method as a screening process for employers. This service will be particularly beneficial to our ACCEL and non-traditional students because it will allow them more flexibility.
- The Career Center has started to form a relationship with several local high schools and will invite their student leaders to our professional development workshops and etiquette dinner. We will be pairing up with the Admissions office in hopes that several of these students will choose to attend St. Ambrose.
- Career Days are going to be implemented in the spring 2006 semester. These days will be targeted toward a specific group of majors and employers from those areas will be invited to participate in a “mini Career Fair.” We also plan to organize with faculty members classroom presentations if needed by these employers. The goal of these specialized days is to best serve the students in majors that are underrepresented at our current Career Fair.
- This past year the Career Center organized and implemented new specialized mock interview days for the Art Department and Doctor of Physical Therapy program. In the 2005-2006 academic year we plan to implement a day for the Occupational Therapy students per their request. This is a service that we plan to offer to other under represented groups.
- A meeting was held in June 2005 to discuss work study placements off campus and their success. Due to the large success for students and the increase in internships and full time placements based upon seeing our work study students we are encouraged to continue to form those relationships. In the 2005-2006 academic year work study students will be placed at Community Health Care. These placements are encouraged by our nursing department and will create additional revenue for the university because Community Health will pay a portion of the work study funding for their allotted students.
- This past year the Career Center has worked very closely with the Alumni and Parent Relations office to build positive relationships. We have also worked together to staff functions for each others department to help network and build each departments relations with alumni and employers. This next year the Career Center is working on a presentation with the Advancement and Alumni and Parent Relations offices to create a presentation for recent, past 10 years, alumni who are wanting to brush up on networking, job search, and interviewing skills. We plan to travel with the Advancement office to the Chicago area and assist in these presentations to build relationships with Alumni to serve as mentors and hopefully future internship supervisors and full time employers.

- We plan to work on the “Don’t Cancel Class” program by expanding our presentations and preparing summaries of each to distribute to faculty members in a welcome packet. This will keep the idea of the program fresh and appealing to faculty, allowing us to successfully continue the program and provide the opportunity for faculty members to view our programs/services and provide feedback to our office.
- A new Career Counselor is joining our team on July 1st and we will be doing a lot of training and some restructuring through the transition. This past year we began doing more resume workshops versus individual resume appointments and have gotten into more classrooms at the sophomore and junior level. We found this very helpful for the initial contact and plan to explore the option of doing more under that format. It’s an exciting time in the Career Center and we have a lot of possibilities that we plan to explore in our July planning day.
- The Career Center has begun talking with the Young Professionals Network (YPN) through the Quad City Chamber of Commerce about setting up a mentor program and other service programming for St. Ambrose Students and area young professionals. We plan to continue to explore those options and hope to host a joint event on our campus this next year.
- Several employers and faculty members have expressed an interest in talking with each other to discuss different job trends and best practices for job preparation. The Career Center plans to implement small round table discussions linking employers and faculty members together. Our idea is to host separate round table events for different majors/colleges.

APPENDIX A

Career Fair Participants 2004-2005

Advanced Accounting/Triumph Staffin	AFLAC
Air Force Recruiting	American Express Financial
Advisors	
American TV & Appliance Inc.	APAC Customer Services, Inc.
Army Field Support Command	The Buckle
Caterpillar, Inc.	Child Abuse Council
Cintas	City of Rock Island
Clifton Gunderson, LLC	Deloitte & Touche
Doyle & Keenan, P.C.	Enterprise Rent-A-Car
Family Resources	FBOP Corporation
Federal Bureau of Investigation	Genesis Medical Center
Girl Scouts of the Mississippi Valley	Guardian Industries
Handicapped Development Center	Illinois Dept. of Corrections – East
Moline	
Illinois Dept. of Fin. and Prof. Regulations	Illinois State Police Academy
Internal Revenue Service	Iowa 80 Group
Iowa Workforce Development	John Deere
KLJB-TV 18, KGWB-TV WB 26	KWQC-TV 6
Life Investors	Lujack's
McGladrey & Pullen	Menards
Merrill Lynch	Modern Woodman of America
Nestle Purina PetCare	Niabi Zoological Society
Northwestern Mutual Financial Network	Olympic Steel
Online Education Group	Ostrow Reisin Beck & Abrams, Ltd.
PDC Laboratories	Per Mar Security
Primerica Financial Services	Quad City Bank and Trust
Quad City Steam Wheelers	Rock Island Arsenal
Rock Island Arsenal-CPOC	Rock Island Arsenal-TACOM
Rock Island Area Convention & Visitors Bureau	The Sedona Group
Seldon Fox, Ltd.	Social Security Administration
The Southwestern Company	SAU Graduate Programs
Target	Thrivent Financial for Lutherans
Trinity	US Army Audit Agency
US Army Healthcare Recruiting Team	US Navy Officer Programs
United Neighbors Americorps	Waddell & Reed, Inc.
Walgreen Company	Wal-Mart
Wells Fargo Financial	WHBF-TV 4

APPENDIX B

Mock Interview Employer Participants 2004-2005

American Express Financial
Deere & Company
Doyle & Keenan
Enterprise Rent-A-Car
Genesis
Guardian Industries
HON Company
Iowa 80 Group
Katun Corporation
Life Investors/Aegon
Lujack's
Modern Woodman of America
Nestle Purina PetCare
Rock Island Arsenal
Russell Construction Company
The Sedona Group
Wells Fargo Financial

APPENDIX C

On Campus Recruiting Participants 2004-2005

AFLAC
Army Audit
Caterpillar, Inc.
Cumulus Broadcasting
Deloitte & Touche
Enterprise Rent-A-Car (2)
Farm Bureau Financial Services (no students interested)
John Deere
Life Investors (no students interested)
McGladrey & Pullen
Nestle Purina PetCare
Online Education (no students interested)
Rock Island Arsenal – CPOL (2)
Rock Island Arsenal – CPOC (2)
State of Illinois Department of Insurance (no students interested)
Walgreen's (2)
Wal-Mart (2)
Walt Disney
Wells Fargo Financial (2)

APPENDIX D

Work Study Placements

On-campus

ACCEL
Admissions
Alumni/Parent Relations
Arts & Sciences
Athletics
Bookstore
Community Advisors
Campus Recreation
Children's Campus
Communication
Marketing
Computer Lab
Continuing Education
Criminal Justice
Administration
Disability Services
Education – America Reads
English
Financial Aid
General Accounting
GFA – Marketing
Global Affairs
History
Health, Physical Education, Sport Sciences
Institutional Research
IT – Hayes Hall
Library
Mathematics
Master of Social Work
Nursing
Pastoral Studies
Physics Lab
Post Office
Prayer & Spirituality
Psychology
Physical Therapy
Records & Registration
Residence Life
Science Labs
Security
Senate Projects
Accounting
Advancement
Art
Arts & Sciences (grant)
Athletic Training
Buzz
Campus Ministry
Career Center
College of Business
Communications &
Computer Science
Counseling Center
Doctor of Business
Education
Education Technology
English (Quercus)
Game Room
GFA – Box/Front Office
GFA – Technical Support
Graduate Studies
Housekeeping
Information Technology
IT – NDS
KALA Radio
Maintenance
Modern Languages
Music
Occupational Therapy
Philosophy
Political Science
Post Office – Switchboard
Professional Development
Psychology – Lewis
Resident Assistants
Recycling
Retention
Science Office
Seminary
Sociology

Sodexo
Student Accounts
Student Services
Study Abroad
Theater Technical
TV-11

Off-campus

Community Health Care
Genesis Medical Center
Madison Elementary School
Project Renewal
Wilson Elementary School

Special Education
Student Activities
Student Success Center
Theater
Theology
Women's Studies