

1. Provide details on a program you have developed and managed. How did you set goals and achieve and define success?

I previously worked at the Career Development Center as the Employer Relations Graduate Assistant and after as a full time employee. During this time I worked with our staff to develop our Advisory Committee. The committee was made up of employers to help us create stronger relationships and to provide a pipeline to learn more about what was happening in industry and what recruiters are looking for. I worked with our Director and my Manager Lindsey Reed but I was responsible for almost all aspects of these meetings. The final committee was comprised of many employers including representatives from Target, United Way, Hertz and many other firms.

Our goal was to have engaging meetings where we allowed recruiters to provide insight into how we could better serve their needs. We defined success by having well attended and interactive meetings where we could learn firsthand about how to improve our relationships with them. After our meetings we would go back and work to look for new ideas and things we could change. At this time we were transitioning from Career Services to the Career Development Center so we were able to implement a lot of ideas including changes to our website, how we prepared students for the Career Expos and we were able to create a lot of strong allies.

One thing to note is that at this time we were still moving into being more effective in tracking and utilizing our demographic and financial data. Looking back I think that we could have been more effective had we utilized data to follow up and benchmark the success of changes implemented through the committee. As I look through this current position I see that a lot of it is about program development and relationship management. While success in this role will need a lot of social and team driven activities it will still be important to benchmark our progress.

If selected for this position I would want to speak with current employees to get a sense of where things are and where we hope to head. I think that these goals would be driven by creating relationships that can help students. I would then gather data of how things are currently going and use these metrics to define our future goals and success outcomes. I am providing a copy of the analysis I helped conduct a number of years ago for the Career Development Center below (it is rather long).

2. What are your top priorities when developing relationships with external partners?

My top priority would be to create strong relationships that benefit students and create opportunities for them to find a career path they enjoy. This position is directly responsible for creating these learning experiences through developing job shadowing programs, off campus visits, mentoring and internships. Having worked for a number of years in employer relations I have experience developing these relationships and have a lot of new ideas I would like to bring to this role.

One of the first things I would work to do would be to strengthen and create new relationships with staff and faculty in the different colleges. My goal for working with staff would be to create relationships that would increase opportunities for students related to their department's majors. As an example, I would reach out to faculty in the College of Earth, Ocean, and Atmospheric Sciences to explore ways to increase recruiting on campus and also to raise awareness of career paths for students from their college. Part of my priority would be benchmarking and growing opportunities from colleges that generally have less recruitment and I see the staff in these majors as key allies. I would also create relationships with faculty because they are able to encourage students to think about their career and are able to help market our programs and services. They are also well connected to industry leaders and past students who can also create a lot of opportunity.

Finally, I would work to grow our relationship with employers. My goal would be to increase activities for students to meet employers and particularly recruiters who can help get them interviews. From working at the Career Development Center I learned it is often the recruiters who are able to open the most career related doors and think these relationships are the most important to grow. Another external partner I would look to work with would be helping get students contract positions. A lot of my friends have gotten in full time at major companies including Boeing and Nike by first working as a contractor. Of course some students might not want to pursue this option but it does provide an easier way to get in at some of the larger firms that may be harder for students to get there foot in the door.