**CCE Interview Key Points**

**Key Points**

1. Career Fair Report
   1. A full 5 years of data
2. Helped design Radiation Biology and Radiation Production and Characteristics
   1. This needed to fit ASRT standards
3. Helped build and run and organize Career Services Advisory Committee with employers from Northwest
   1. Target
   2. Boeing
   3. HP
   4. United Way
4. Helped plan and market OSU Career Fairs and maintained strict timelines and calendars
5. Supervised Undergraduates
6. Front Office Support (3 years)
7. Database transition

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Old** | **New** | **Reduction** |
| **Files** | 2,191 | 256 | 12% |
| **Folders** | 434 | 36 | 8% |
| **Size** | 503 | 135 | 26% |

**Position Duties**

Duty 1: (60%)

* Interview faculty, students and administrators to gather data required for Civil and Construction Engineering’s ABET accreditation process.
* Collect and record teaching hour and content data, student activity and participation data, and other key data elements to meet ABET evaluation standards.
* Evaluate syllabi content against ABET content requirements; identify gaps and escalate to Associate School Head.

Duty 2: (20%)

* Create and generate reports showing accreditation progress toward ABET standards.

Duty 3: (20%)

* Create and maintain accreditation project calendar for use by Associate School Head and other participants. Ensure worksteps are completed timely to meet key deadlines and outcomes.

**Questions**

1. Where are you in the process
2. What is the hiring timeline like