

SERVICE & ACTIVITY FEE ANNUAL REPORT

Career Services Peer Advisor Program: \$15,941

S&A Committee feels this is a good service to students and is a student-centered service. It also supports student employment.

Fiscal Year: _____

Program Name: Career Services Peer Advisor Program

Program Manager: _____

Please list any S&A funded positions that have been vacant longer than six (6) months. If any vacancies exist, please explain how you utilized the funds and what your long term plans are for the position.

Please provide an overview of the student centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.

Please provide a detailed explanation of any fund transfers from one service and activities fund budget to another.

Please provide an explanation for any positive or negative fund balances at year end.

Career Services Peer Advisor Program: \$15,941

Please provide an overview of the student centered programming provided, i.e. type of programs, milestones, number o students impacted, and how they benefited.

The peer advisors provided over 10 hours per week of drop in hours at Career Services main office (Bouillon 206) and the library. During drop in hours they helped students with resumes and cover letter reviews. They helped with most of our events and staffed the front office, learning new skills such as scheduling and answering the phones. They tabled for various events through the year. See a list of events they coordinated below the list of individual contacts..

Total Appts (Dec. 18/2018 – June 30/2019)	154
Unique Students	145
<u>Counselor</u>	
Carina Shi	76
Holly Fleshman	68
Alisha McNeil	10
<u>By Class Level</u>	
Senior	37
Sophomore	40
Alumnus/a	32
First Year Student	10
Junior	34
Post-Baccalaureate	1
<u>By College</u>	
College of Arts and Humanities	10
Undeclared-	30
College of the Sciences	35
College of Education and Prof Studies	70
College of Business	8

Contact Tracker: from Jan 2019 to Late June.

Face to Face Student Contacts: 288
 Face to Face Faculty Contacts: 2
 Face to Face Employer Contacts: 2
 Face to Face Community Contacts: 2

Phone/Email Student Contacts: 190
 Phone/Email Alumni Contacts: 2
 Phone/Email Employer Contacts: 10
 Phone/Email Community Contacts: 4
 Phone/Email Faculty Contacts: 18

EVENTS THEY COORDINATED:

Date	Title	# of Students attending
1/29/19	Resumes & Cover Letters	6
1/31/19	Dress for Success	4
2/13/19	Focus Group for CS Website	14
2/15/19	Focus Group for CS Website	5
2/26/19	Careers for History Majors	8
3/4/19	Careers in Social Science	7
4/2/19	Career Services (Housing)	20
4/6/19	Wildcat Day tabling	20
5/1/19	Resume Café	6
TOTAL:	9	90

Financial Overview
For the month ended November 30, 2019
 Department: Career Services
 Fund: F:522
 As of 12/23/19

	FY21 Forecast	FY20 Actual + Forecast	FY 19 Actuals	FY18 Actuals
Revenues				
CWU-Allocation (Revenue)	16,206	16,206	15,941	15,941
Total Revenues	16,206	16,206	15,941	15,941
Transfers				
Total Transfers	0	0	0	0
Expenses				
CWU-Student/Temporary/Overtime	15,012	12,842	12,065	8,738
Total Salaries	15,012	12,842	12,065	8,738
CWU-Benefits	464	595	406	339
Total Salaries & Benefits	15,476	13,436	12,471	9,077
CWU-Goods	340	219	77	183
CWU-Supplies	150	50	20	0
CWU-Repairs/Maintenance	0	50	0	0
CWU-Program	240	0	89	0
CWU-Travel	0	10	20	0
Bad Debt	0	0	0	0
Total Goods & Services	730	329	205	183
Total Expenses	16,206	13,765	12,677	9,261
Net Resources	0	2,441	3,264	6,680
Projected Beginning Fund Balance	12,385	9,945	6,680	0
Projected Ending Fund Balance	12,385	12,385	9,945	6,680