

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2016
Reporting Program:	Career Services Peer Advisor
Funded PID:	4635700003
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 15,182.00
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 15,182.00
EXPENSES:	
STUDENT PAYROLL	\$ 8,702.78
NON STUDENT PAYROLL	
BENEFITS	\$ 371.44
GOODS & SERVICES	\$ 678.22
TOTAL EXPENSES:	\$ 9,752.44
TRANSFERS IN	
TRANSFERS OUT	\$ -
NET CHANGE	\$ 5,429.56

Please list any S&A funded position 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.

none

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

See attached report

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

None

S&A Report 2015-2016 Peer Advisors

There were 6 advisors employed at the beginning of Fall 2015 (3 returning peers and 3 new). One peer was not able to continue after the first quarter due to lack of availability, but 5 of them completed their academic year with Career Services. The peer advisors helped the counselors with resume and cover letter reviews, classroom presentations, workshops, and events. This year, they planned and facilitated 6 workshops.

Programming

The resume drop-ins continue to be utilized in both Bouillon and Academic Research Commons. The statistics show decrease in utilization of this service at ARC, however, it should be noted that this decrease in number may be due to problems with data recording. Peers tabled for events such as Bite of the Burg, New Student Orientation, Grad Kick Off, and Career Fairs.

More emphasis was placed on utilization of each peer's strength and training in order to develop and solidify their skills. All the peer advisors had 2 meetings a week, at least one of them being the training meeting. Individual training was offered as needed. New peers completed Strong Interest Inventory and Myers-Briggs Type Indicator Form Q, and the results were interpreted by a certified staff as part of self-exploration. Also, they also had opportunities to carry out their ideas for workshop. They facilitated workshops focused on undeclared majors, interview attire, stress management, and LinkedIn and 2 resume cafés. Increased training led peers to have broader knowledge on career-related topics, which gave them more opportunities to work closely with Career Services staff. This allowed a shift from spending majority of their time reviewing resume and cover letter reviews to increasingly working more in "advisor" capacity.

New polo shirts were purchased for each peer to wear at Career Services events. They were also asked to wear the polo during the drop-in hours at the library.

Previous goals from 2015-2016

- 1) Outreach and Marketing – The peer advisors tabled at various events for Career Services. They also passed handbills to students on campus before Career Fairs.
- 2) Workshops – Peer advisors planned and facilitated the following workshops. Parenthesis indicate the number of participants. They facilitated workshops focused on undeclared majors (5), interview attire (17 in Winter, 6 in Spring), stress management (16), and LinkedIn (15) and 2 resume cafés (11 in Winter, 13 in Spring).
- 3) Additional Training – Weekly training focused on various career-related topics, including but not limited to; resume and cover letter, interviewing, customer service, basic skills on listening and asking questions. They also practiced presentation skills by presenting relevant information in the peer training.

Future

- 1) Training – We will continue to provide weekly training this year. Additional training time was incorporated for the new peer advisors in order to offer more individualized training to meet their needs. Also, "passport" was created for both the new peers and returning peers to introduce (and refresh) them to different services Career Services offer. One of the peer advisors are being trained for mock interviews, and the interviewing training will be offered to those who express interest.

- 2) Workshops – Peers are asked to attend at least 1 workshop per quarter through Career Services or Student Employment. Peers may plan and present at workshops after observing and assisting at least 1 workshop run by Career Services staff.
- 3) Marketing – There will be more emphasis on outreach and marketing through various social media platforms for peer advisors to reach out to more students on campus.
- 4) Professional development – Peer advisors play a vital role in Career Services, but they spent much time on their own projects in the past. This year, peers were asked what they think they need in order to grow professionally as well as what their strengths and interests were, then they are matched with a staff/counselor to work on various projects to give them experience.

CAREER SERVICES			
Peer Advisors Monthly Contacts			
Date: July 2015 - June 2016			
	Face-to-Face		Phone/E-mail
	Student		Student
INQUIRY	120		52
COUNSELING	155		29
OUTREACH	198		0
EVENTS	7		0
SUBTOTAL	480		81
GRAND TOTAL:	561		

CAREER SERVICES		
Peer Advisors Monthly Contacts		
Date: July 2014 - June 2015		
	Face-to-Face	Phone/E-mail

	Student		Student
INQUIRY	44		179
COUNSELING	123		9
OUTREACH	126		2
EVENTS	55		0
SUBTOTAL	348		190
GRAND TOTAL:		538	