

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2017
Reporting Program:	Career Services Peer Advisor
Funded PID:	4635700003
Program Manager	Kyoko Cleveland

Financial Report Back:	
<b>FUND BALANCE</b>	<b>\$ 9,190.16</b>
REVENUE:	
S&A Funds Received	\$ 15,181.94
Self Support Funds Earned	
Other Funds Received	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 15,181.94</b>
EXPENSES:	
STUDENT PAYROLL	\$ 11,905.35
NON STUDENT PAYROLL	\$ -
BENEFITS	\$ 453.87
GOODS & SERVICES	\$ 1,203.52
<b>TOTAL EXPENSES:</b>	<b>\$ 13,562.74</b>
TRANSFERS IN	
TRANSFERS OUT	\$ 10,809.36
<b>NET CHANGE</b>	<b>\$ -</b>

Please list any S&A funded position(s) 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.

Peer advisors continued to provide in-person and online resume and cover letter reviews to students, and they served 414 students during 2016 academic year. Drop-in resume/cover letter reviews allowed the department to serve more students. Peer advisors also reported they were able to answer some questions and/or refer them to see a career counselor when students had career-related questions. One of the peer advisors was trained and helped the counselors with mock interviews. They also planned and conducted workshops. The workshops provided were Dress for Success (3 times) and Resume Cafe (once), which were open to all students, and Exploring Majors in a residence hall. Dress for Success is a well-received workshop for students as it addresses what would be appropriate to wear for interviews, which many students seem to struggle. Peer advisors flexible schedule allowed them to do a workshop in a residence hall in the evening to help first-year students who were unsure of their majors. During 2016-2017 year, peer advisors took more active roles in the department's social media posting, and they posted articles and job openings as well as interviews with alumni. They also marketed Career Services by tabling at SURC and handing out flyers for events. Throughout the year, they assisted with our events such as Career Fairs and Etiquette Dinner.

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

End of the funding Cycle – Unused S&A Funds Transferred out

## **S&A Report 2016-2017 Peer Advisors**

5 peers were employed at the beginning of Fall 2016 (2 returning and 3 new). Two peers left the program in mid-year, and one graduated at the end of Winter quarter. The peer advisors helped the counselors with resume and cover letter reviews, classroom presentations, and events. This year, they planned and facilitated 5 workshops.

### **Programming**

The peer advisors offered drop-in resume and cover letter reviews both in Bouillon and the library. Most of the drop-ins occurred in Bouillon, and the number of students they saw at the library was not accurately captured due to the data recording method. Peers also tabled at New Student Orientations and Career Fairs.

More emphasis was placed on utilization of each peer's strengths and interests as well as training in order to develop and solidify their skills. All the peer advisors had a weekly meeting to update each other and plan any coming workshops. In addition, there was a training meeting for new peers during their first quarter as well as 1 hour of individual training. During the individual meeting, each peer had opportunities to discuss what they are interested in and how they might be able to contribute to the department. Each peer (new and returning) were matched with a professional staff to work on various projects (e.g. a student interested in pursuing an advance degree was matched with staff to do some research). This increased the frequency of tabling at the SURC. 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.

They also had opportunities to plan and facilitate workshops. They did a workshop on exploring majors in a residence hall, and workshops focused on interview attire and resume building. Increased training led peers to have broader knowledge on career-related topics, which gave them more opportunities to work closely with Career Services staff on a topic they are interested in.

### **Previous goals from 2016-2017**

- 1) Training – We continued 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, a “passport” was created for both the new peers and returning peers to introduce (and refresh) them to different services Career Services offers. One of the peer advisors was trained for mock interviews, and the interviewing training was offered to those who expressed interest.
- 2) Workshops – Peers are asked to attend at least 1 workshop per quarter through Career Services or Student Employment. They also planned and conducted Dress for Success and Resume Café. During the fall quarter, they were invited to present Exploring Majors at a residence hall. They were encouraged to bring their own workshop ideas for discussion.

- 3) Marketing – They took more active roles in social media posting, including posting articles and job openings, and interviews with alumni. Some peer advisors had tabling hours in the SURC to promote our services, and they also handed flyers to students before the events.
- 4) Professional development – 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.

Future Goals 2017-2018

- 1) Training – We will continue to utilize our passport for training as well as one-on-one weekly training for foundational knowledge.
- 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 – Peer advisors will continue to do outreach to the student body via tabling at various locations and social media.
- 4) Services offered – Peer advisors will continue to provide drop-in resume/cover letter reviews, and will help with mock interviews. Peer advisors will be assigned a counselor to work with in the specific college.

<b>CAREER SERVICES</b>			
<b>Peer Advisors Monthly Contacts</b>			
<b>July 2016 - June</b>			
<b>Date: 2017</b>			
	<b>Face-to-Face</b>		<b>Phone/E-mail</b>
	<b>Student</b>		<b>Student</b>
<b>INQUIRY</b>	41	<b>13</b>	29
<b>COUNSELING</b>	115		40
<b>OUTREACH</b>	189	<b>15</b>	0
<b>EVENTS</b>	0		0

<b>SUBTOTAL</b>	<b>345</b>		<b>69</b>
<b>GRAND TOTAL:</b>			