

Services and Activities Fee Committee
Base Funding Request for FY2010-FY2013

REVISED: 1/26/2009

Name of Program,
 Activity, or Service

Career Services Peer Advisor Program

S&A
 Project ID

**NEW
 REQUEST**

Submitted By

Jaqualyn Johnson
 johnsonj@cwu.edu

Total Annual Base
 Funding Requested \$ 11,625

ADDITIONAL INFORMATION INCLUDED AT END OF REQUEST

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

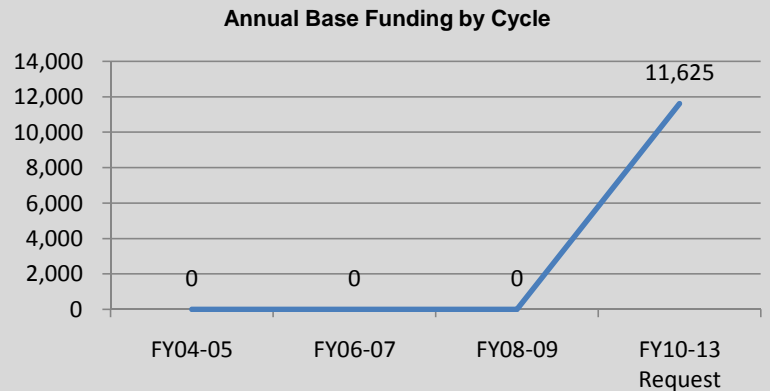
The Career Services Peer Advisor program began in 2006. To date, we have hired and trained 6 student Peer Advisors. Peer advisors provide role models and mentors for other students, develop inter/intrapersonal skills such as written and oral communication, teamwork, decision-making, and leadership. The peer advisors benefit from learning many practical skills such as resume and cover letter writing, research, interviewing and job search strategies for use in their own careers and to help other students. Peer advisors participate in all recruiting events and professional workshops, meet with students and do extensive outreach, student to student. It is expected that the Peer Advisors will present a workshop or event of their own at the end of the academic year.

We are asking for S & A funding to support hiring 2 - 3 Peer Advisors/year on the Ellensburg campus. Thank you for your consideration.

(Please see attached for history of the Peer Advisor program and details of request)

ANNUAL BASE FUNDING REQUEST SUMMARY

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	11,286
Employee Benefits	339
Goods & Services	-
Travel	-
Equipment	-
Annual Base Expenses	11,625
Less: <i>Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 11,625



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ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Year	1.0	1	30.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						-

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Month	12.0	1	35.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOT/						-

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BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Peer Advisor (Average pay rate)	9.41	per Hour	400.0	1	3.0%	3,762
Peer Advisor (Average pay rate)	9.41	per Hour	400.0	1	3.0%	3,762
Peer Advisor (Average pay rate)	9.41	per Hour	400.0	1	3.0%	3,762
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL					339	11,286

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	3.0%	339
Rounding Adjustment		-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		339

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense	Annual Base Amount
NA	-
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL	-

BASE TRAVEL EXPENSE

Description of Travel Expense	Annual Base Amount
NA	-
BASE <u>TRAVEL</u> EXPENSE TOTAL	-

BASE EQUIPMENT EXPENSE

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
NA			-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL				-

ANNUAL BASE EXPENSES - TOTAL

11,625

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ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
NA	-
BASE <u>OTHER FUNDING SOURCES</u> TOTAL	-

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
NA	-	-	-	-
USE OF <u>CARRY FORWARD (RESERVES)</u> TOTAL	-	-	-	-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

-

ANNUAL S&A BASE FUNDING REQUEST

\$11,625

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DISCLOSURE OF NON-S&A FUNDING SOURCES

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Description of Non-S&A Funding Source	Year 1 FY 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL

-

Career Peer Advisors Proposal

Background

CWU Career Services staff have supervised graduate students in previous years. These students primarily taught the Career Exploration class and saw students for individual counseling appointments. The idea of using undergraduate students came out of research into peer mentor programs. Several universities use students as career peer advisors/mentors. These include the University of Washington Tacoma, Washington State University, University of California at Berkeley, CUNY, and Boston College.

The rationale behind the use of peer advisors includes providing role models and mentors for other students, developing inter/intrapersonal skills such as written and oral communication, teamwork, decision-making, and leadership. The peer advisors benefit from learning many practical skills such as resume and cover letter writing, interviewing and job search strategies for use in their own careers and to help other students. Peer advisors participate in all recruiting events and professional workshops. It is expected that they will present a workshop or event of their own at the end of the year. This last year we even did some fundraising for the Central Asia Institute. The benefit to the department is multi-fold. Peer advisors do a lot of outreach activities, disseminating information and services to students who may not come to the main office. They also provide input into departmental meetings and committees, helping to guide our services and enable us to meet our strategic goals.

In January 2006, the department had the opportunity to hire an undergraduate student in Psychology as the first peer advisor. This experience led us to consider expanding the position into a defined program. This opportunity has been available to all majors, however, seemed to fit best with students in psychology, sociology or business. To date there have been five peer advisors since January 2006. Three students were seniors at the time of hire and two were juniors. Four were psychology majors and one was a sociology major. Two of the five applied for graduate school while working for us and both were accepted into programs, one in school counseling and one in mental health counseling. One of the juniors applied to graduate school when he became a senior. He was accepted into an organizational psychology program. The academic quality of all candidates was fairly high. Most of them had GPA's over 3.4.

Cost calculations for this program vary depending on the students' financial situations. Some have been work study eligible and some have not. Student salaries start at minimum wage. If they stay one year, we try to increase their salary to at least \$9.00 or \$10.00 per hour as the level of responsibility and independence increases. We choose to hire two students to work 10 hours each per week (20 hours total) so that more students are exposed to the program. Our department would definitely like to be able to hire non-work study students.

Career Peer Advisors Proposal

Department Costs: Based on two positions

Salary	Work Study (WS) (20 hrs @ 50%)	Non-Work Study (NWS)	20 hrs X 4 weeks WS/NWS	Academic Year (10 mos.)
\$ 8.07	80.70	161.40	322.80/645.60	3228.00/6456.00
\$ 9.00	90.00	180.00	360.00/720.00	3600.00/7200.00
\$10.00	100.00	200.00	400.00/800.00	4000.00/8000.00

Job Description (2008-2009)

Requirements

- Continuing undergraduate students interested in working with students, staff, employers, faculty, and alumni
- Good written and oral communication skills and interpersonal skills
- Must be dependable, reliable, self-motivated and able to work independently
- Interest in career development, advising, marketing and customer service
- At least junior status in any major (Psychology, social work or business preferred)
- Must sign department confidentiality agreement
- One academic year commitment (2-10 hours per week flexible)
- Internship option available
- Work study preferred

Potential Activities and Responsibilities

Observation

- Sit in on sessions and outreaches conducted by career counselors
- Attend one Career Exploration 103 class

Outreaches/Workshops

- Co-facilitate workshops
- Provide information outreach to students at display tables, club meetings, Club Senate, University 101, residence halls, etc

Special Projects

- Participate in special projects (e.g. creating marketing materials, maintain My Space account) and assist with special events as needed

Career Advising.

- Provide information about employment registration procedures, majors, internship opportunities, and more

Career Peer Advisors Proposal

- Respond to student inquiries regarding majors, resume and cover letter preparation, job and internship search, online employment system, interviewing techniques, etc.
- Schedule career counseling appointments
- Participate in mock interviews (depends on student's level of skills)

Program Evaluation and Planning

- Assist staff in evaluating and enhancing the delivery of services
- Sit on internal department committees
- Review peer advisor program yearly

Professional Development

- Attend staff meetings and relevant workshops
- Receive individual supervision
- Participate in interviewing and hiring replacement peer advisors

Training

- Be trained in fall quarter with expectation to be semi-independent in winter quarter (varies depending on student's ability and whether it is an internship)
- Review Career Services staff handbook and recent annual report
- Sit in with all counselors to observe style and learn resume/cover letter/interviewing skills (watch and do)
- Interview all staff to better understand departmental functions
- Be observed and possibly filmed working with students in one to one sessions
- Attend all relevant workshops
- Draft resumes/cover letters when directed (to be reviewed by a counselor)
- Take Strong and Typefocus, card sorts, and have a mock interview
- Receive one-to-one supervision

Additional

- Post student profiles on our website so other students can see their backgrounds

Evaluation

- Informal observation and weekly feedback of student's work by supervisor
- Year-end evaluation by director
- Create and monitor own personal and professional goals
- Workshop evaluations from participants