

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2013
Reporting Program:	Career SVC Peer Advisor
Funded PID:	53421700
Program Manager	Catherine Vicki Sannuto

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 11,945.45
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 11,945.45
EXPENSES:	
STUDENT PAYROLL	\$ 12,995.46
NON STUDENT PAYROLL	
BENEFITS	\$ 528.67
GOODS & SERVICES	\$ 122.27
TOTAL EXPENSES:	\$ 13,646.40
TRANSFERS IN	
TRANSFERS OUT	\$ 1,490.43
NET CHANGE	\$ (3,191.38)

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.

n/a

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

The peer advisor program was established in January 2006. The purpose of the program is two-fold: 1) it is primarily to help peer advisors develop professional skills with the hope that they will be of benefit to their own careers and that they will use and teach these skills with the general student body; 2) the peer advisors help Career Services serve more students on campus with reviewing resumes and cover letters,

interviewing skills job search strategies and help with choosing a major. Peer advisors do classroom presentations, workshops and residence hall programs. This year the peer advisors have been staffing resume and cover letter drop ins at three locations: CS main office in Bouillon, the ARC in the library and the SURC hallway. January – June 2012 they saw 375 students, September – December 2012 328 students, In September and October 2013, they responded to 386 contacts with students requiring varying assistance. They have also assisted with staffing tables for four large career fairs, helped with Etiquette Dinner, Bite of the Burg, Homecoming and the Study Abroad fair. They have assisted in classroom presentations such as with the Univ. 101 CAMP students and in the residence halls. Most of these experiences were targeted at telling students about Career Services. This year they have re-established a club on campus called the Professional Development Club and will be assisting students to get involved in their own career development through various activities during the next two quarters.

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

The transfer out of \$1490.43 is for the end of quadrinnium pull back to S&A.