

Service & Activities Fee Base Funding Request Form

**Career Services (Westside Centers and On-line student support)**

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Pending Approval

**2026-2029 Service & Activities Fee Base Funding Request Form**

**Program/Department Name**

Career Services (Westside Centers and On-line student support)

**Program Manager**

Katrina Whitney

**Do you currently receive S&A Base Funding?**

Yes

**How does the program support the University's Vision and Mission?**

<https://www.cwu.edu/about/mission-vision/>

CWU Career Services supports CWU's overall strategic plan by aligning its efforts with the university's mission, vision, and values to promote student success, equity, and community engagement. Specifically, Career Services contributes to key aspects of the strategic plan in the following ways: 1. Student Success and Retention: Career Services plays a crucial role in preparing students for their professional journeys by offering tailored career counseling, skills workshops, and experiential learning opportunities. By equipping students with career readiness tools and connections, Career Services supports CWU's goals of fostering academic achievement and improving retention and graduation rates. 2. Equity and Inclusion: With a focus on equity-minded practices, Career Services ensures that all students, regardless of background, have access to resources, networking opportunities, and career guidance. This commitment helps create a sense of belonging and ensures that career development is inclusive for the entire student population. 3. Community and Employer Engagement: Career Services builds strong relationships with employers, alumni, and community partners to provide students with internships, job opportunities, and professional networks. These collaborations not only support student outcomes but also strengthen CWU's ties with regional and global communities. 4. Workforce Development and Lifelong Learning: By providing career resources, labor market insights, and access to a virtual career center, Career Services supports students in developing the knowledge and skills needed to succeed in the evolving workforce. This aligns with CWU's focus on preparing students for lifelong learning and adaptability in their careers. 5. Enhancing the Student Experience: Career Services enhances the overall student experience by integrating career readiness into academic programs and extracurricular activities. Through events such as career fairs, employer panels, and skill-building workshops, the department ensures that career development is an integral part of the CWU experience. In essence, Career Services helps CWU fulfill its strategic goals by empowering students to thrive academically, personally, and professionally, while fostering a culture of inclusion, engagement, and lifelong success.

**How does your request support current CWU students?**

We provide career development and readiness support, education, and services to all students through an equity-minded lens. Our efforts connect student clubs, organizations, and the broader student population with career development opportunities through virtual employer panels, networking events, career fairs, and internship assistance. Our services include career assessments, counseling, online research tools, workshops, and resume and interview preparation. The 24/7 Virtual Career Center supports Westside and online students with resources, labor market trends, and much more. To accommodate diverse needs of our center and online students, we offer early morning and evening appointments beyond traditional hours.

**What metrics or assessment do you have (or intend to have) to measure the success of your program?**

We conduct program assessment through various methods, including Civitas (an advising platform for tracking individual appointments), Presence (to collect event participation data), Microsoft Forms (to gather customer satisfaction feedback), and the Wildcat Career Network (to monitor job postings, internships, and employer engagement).

### **Is this program associated with enrollment in academic course or academic credit?**

No

### **Identify your S&A funding category?**

Extra-Curricular Programs

Support Costs for Student Activities & Programs

### **Did any organizational changes occur in your previous quadrennial in comparison to this quadrennial ask?**

No

### **Current Annual Report\***

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### **Submit Base Funding Budget Form and Organizational Chart\***

located: <https://www.cwu.edu/about/offices/services-activities/resources/index.php>

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### **Additional Documents (optional)\***

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