

## CAREER SERVICES

### SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY26

- 1. Provide a summary of your unit's mission/purpose, how you accomplish your unit's mission or purpose, and a justification of your unit's student fee allocation in terms of the benefit to students.**

Career Services at the University of Houston-Clear Lake (UHCL) is focused on empowering students to develop, evaluate, and effectively implement career and educational decisions. Its purpose is to facilitate career success by providing comprehensive support and resources that help individuals transition from college to the workforce, as well as foster ongoing career growth and educational opportunities.

To accomplish this, Career Services at UHCL provides a variety of opportunities for students along their educational journey, including:

**Career Counseling and Advising:** Individualized support for career exploration, helping students understand their interests, strengths, and opportunities to make informed career choices.

**Job and Internship Search Assistance:** Providing job listings, internship opportunities, and employment resources. The center connects students with employers through career fairs, networking events, and an online job board.

**Workshops and Skill Development:** Conducting workshops and seminars on resume writing, interview skills, networking, and other professional development topics.

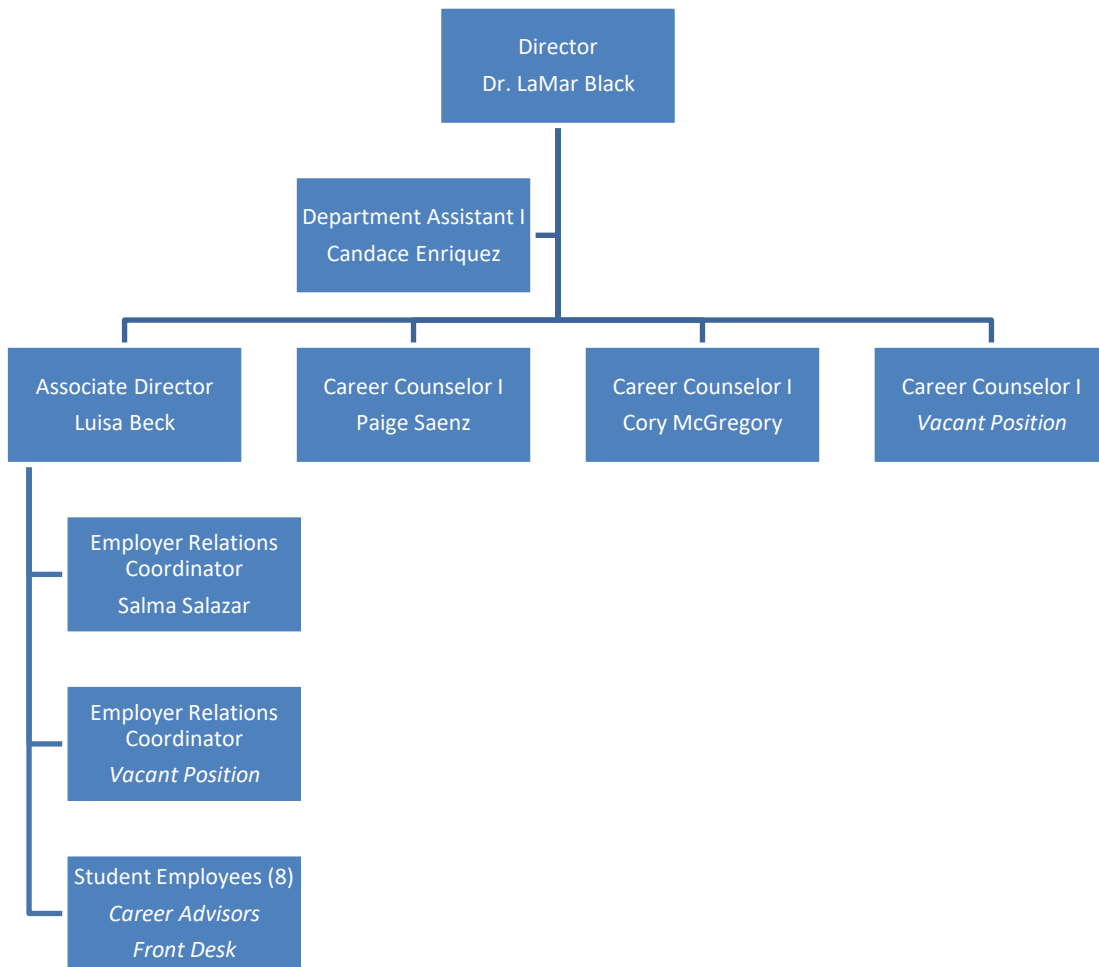
**Employer Relations:** Building partnerships with local and national employers to create job opportunities and facilitate recruitment for students and graduates.

**Career Tools and Assessments:** Offering career assessments, such as personality or skills inventories, to guide students in choosing career paths that align with their abilities and goals.

Through these programs, services, and experiences, Career Services supports the university's overall mission to prepare students to thrive in a competitive workplace and to make meaningful contributions to their communities.

2. Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.

**Organizational Chart for Career Services**



**Student Employees:**

- Julissa Macias
- Rosibel Martinez
- Nallely Pena
- Madelyn Hill
- Maddie Joseph
- Alyssia Torres
- Anjali Manoj
- Andrea Sanchez

3. **Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

**\*Attached is the Budget Sheet\***

**Breakdown of Budget Sheet:**

**Income**

Student Service Fees - \$604,437

- Salaries and Wages for Staff (Professional and Student Workers)
- Fringe Benefits for Staff
- Maintenance and Operations (Copier, Phones, etc.)
- Student Career Services Programming

Central Designated Fund - \$6,000

Funds from the university to pay for event space in order to host career fairs.

Other Designated Funds - \$300

Funds received as part of the Cooperative Education Program (Co-op). The Co-op program provides students that opt into an academic course with a planned learning process that integrates classroom studies and supervised work experience

Sales and Services - \$500

Funds come from programs and assessments that are not offered as a free service to various (alumni, faculty)

Programs/Events Income - \$12,000

Income from employers that attend the career fairs and utilized for student events and programs.

Gift Funds - \$20,000 Roll Over from Gifts

***Total Income - \$643,237***

**Expenses**

Salaries and Wages for Staff (Professional and Student Workers) – \$491,914

Fringe Benefits - \$ 111,000

Other Expenses - \$40,323

- Computer/Software (Jobs4Hawks, Focus2 Assessment) - \$6,918
- Maintenance and Operations (Copier, Programs, Phones, etc.) – \$26,756
- Event Parking - \$6,649

***Total Expenses - \$643,237***

4. **Did you receive any new funding for FY24? If so, please explain how it is being used. If you received any new one-time funding for FY25, please describe your plans to use those funds.**

No new funding was received by SFAC for FY24 or FY25

**5. How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.**

The Division of Student Affairs creates transformational experiences that strengthen the educational journey for UHCL students. Through purposeful programs, comprehensive support services, and holistic resources, we commit to building an engaged community that cultivates personal development and success for all students.

Within Career Services, the department greatly contributes to the student experience on campus and their future success. Throughout the year, Career Services hosts multiple events and programs around career readiness and personal development opportunities. During FY24, Career Services provided students drop-in appointments, online support through email, personal career counseling and career advising appointments, career fairs, career related workshops, access to a career closet, Jobs4Hawks Career and Job Portal, and career testing. Career Services has had positive student satisfaction by those individuals that have utilized the resources provided.

Below are some of the departments utilization numbers and the impact Career Services has had on the student experience:

- Career Services experienced
  - A **56% increase in student scheduled and drop-in appointments** from FY23 (n=744) to FY24 (n=1677)
  - A **52% increase in student emails** from FY23 (n=453) to FY24 (n=950)
  - Resulting in an increase of 54% of overall student usage (appointments and emails) from FY23 (n=1197) to FY24 (n=2627)
- Breaking down into the four colleges, student appointments increased:
  - A **54% increase in HSH student appointments** in FY24 (n=428) from FY23 (n=197)
  - A **50% increase in CSE student appointments** in FY24 (n=580) from FY23 (n=291)
  - A **55% increase in COE student appointments** in FY24 (n=47) from FY23 (n=21)
  - An **69% increase in BUS student appointments** in FY24 (n=590) from FY23 (n=182)
  - **There were 30 appointments in an "other" category. These were non-degree seeking students.**
- Career Services facilitated or collaborated in **8 signature career fairs**: 2023 All Majors Career Fair, 2023 Mechanical Engineering Mixer, Fall 2023 Teacher Career Fair, 2023 Accounting Recruiter's Reception, 2024 Spring Internship Fair, 2024 Spring Teacher Career Fair, 2024 College of Business Mixer, and the 2024 Campus Employment Fair. Total attendance numbers for all 8 events/fairs combined are listed below.  
**Job Seeker attendance:1159**  
**Employer attendance: 170**
  - there was a **22.9% increase in student attendance** from FY23 (n=943) to FY24 (n=1159)

- there was a **9.09% decrease in employer attendance** from FY23 (n=187) to FY24 (n=170)
- Career Services staff **were requested to present 31 career-related workshops** (external) with **618 attendees**.
  - There was a **decrease of 52%** in attendance from FY23 (n=1,598) to FY24 (n=766)
  - There was an **increase of 3%** in number of workshops from FY23 (n=57) to FY24 (n=59)

Requests were made by Academic Programs, the 4 Colleges, Student Organizations, Learning Communities, Student Affairs, and Student Success.

- Some of the topics/titles included: LinkedIn, Professional Attire and Networking, Graduate School 101: Is Graduate School for Me?, Graduate School 101: Preparation, CSE & COB Boots to Suits: Translating Military Experience to Civilian Terminology, HSH & COE Boots to Suits: Translating Military Experience to Civilian Terminology, CSE & COB Boots to Suits: Job Searching Workshop, HSH & COE Boots to Suits: Job Searching Workshop, HSH & COE Boots to Suits: Let's do Lunch: Interviewing & Networking, COB & CSE Boots to Suits: Let's do Lunch: Interviewing & Networking, First Gen Career Success Series: Resume Lunch & Learn, First Gen Career Success Series: Interview Lunch & Learn, Boots to Suits: Translating Military Experience to Civilian Terminology, Boots to Suits: Veteran Job Search Workshop, Leveraging Your Education Abroad Experience: Navigating Career Opportunities, Career Boot Camp: Resumes 101, Career Boot Camp: Interviews and Networking, STEM Week- Resume, Cover Letter, and CV Workshop, What Can I Do With This Behavioral Sciences Degree? Jobs4Hawks Workshop, STEM Week: LinkedIn and Job Search Workshop, LinkedIn at the Library, Social Work Workshop/Resume Reviews and LinkedIn Headshots, Is Graduate School for Me? Ramsey Unit - Career Exploration, What Can I do with My Major? STEM Scholars Career Workshops, PSC Resumes and Interviewing, Education Interns/Job Fair Prep, STEM Salary Negotiation.
- Career Advisor Appointments
  - **Email: 316 (careeradvisers@)**
  - **In person: 194 (scheduled and drop-ins)**

**New Employer Accounts in Jobs4Hawks: 624 (new accounts)**

- Career Closet Impact and Numbers and Events
  - **Scheduled appointments: 16 (11 in Fall 2023, 5 in Spring 2024)**
  - **Events: 1 Open House, Fall 2023, 74 students attended**  
 \*Inventory was low in Fall 2023 after 2 career fairs, and lower in Spring 2024 after Internship Fair. There has been no replenishment of inventory since Fall 2023.
- Career Testing Utilization Numbers
  - **MBTI: 37**
  - **SSI: 95**
  - **StrengthsFinder: 19**

○ **Focus 2:** 209

- Student satisfaction with your services.  
After each individual career counseling session, a Qualtrics survey link is sent out to each student, using a Likert scale of 1-5 with S=Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree.  
360 surveys were sent out and 85 students answered the survey.  
For satisfaction, Career Services focused on 2 key questions below:
  - The counselor and I were able to come up with a plan that is useful to me in dealing with my concerns. *The career counselors achieved an average **Likert score of 4.9.***
  - How likely are you to refer Career Services to others? *The career counselors achieved an average **Likert score of 4.8.***

**6. What did you learn in your annual assessment that is impacting your programs and services now?**

- There is a lack of sustainable funding for our Career Closet and the opportunity to provide students with professional attire.
- There may be a disconnect between workshop requests and student interest in specific topics, which results in low overall attendance. As we have seen a significant decrease in student participation in our career development workshops over the past year.
- Increased marketing and outreach has yielded some positive results in student engagement, but we need to be more thorough in our analysis to determine what specific marketing strategies are producing positive results. Analyzing which communication channels students are becoming aware of our events and activities and documenting that information for further analysis.

**7. Describe any new programs and/or initiatives for the current year.**

- **Partnerships** - Hosting the Student Leadership Conference with the Office of Student Involvement and Leadership, Military and Veteran Services and Career Services.
- **Department Assessment** - Assess the current office structure (staffing, offices, etc.) and determine what model will be best suited to service students.
- **Student Awareness** - We will work to evaluate overall student knowledge of the department and the associated services. This will help further understand student engagement levels across campus.

**8. What challenges or opportunities do you foresee for the current year and next year?**

**Challenges:**

- **Workshop Attendance** - Due to the decline in student attendance at career development workshops, we anticipate experiencing this same trend until we can identify the cause of the decline in student attendance for these specific events.
- **Staffing Workload** (we are down 2 full-time staff members) - Due to the departure of two full-time staff members, we will have to transition their workload to current staff members. This will result in an increased workload for current staff members, which could have service implications due to individual capacity restraints. We will be reviewing staffing levels, organizational structure, and the allocation of salary funds used in support of student needs.

**Opportunities:**

- **Leadership** - The Career Services Office has a new Director focused on assessment and continuous improvement. He will work with the current staff on effective strategies to address the areas of concern and enhance the current practices. This will help ensure the department stays aligned with the needs of our students and community partners.
- **Enhanced Operations** – New virtual engagement options will continue to be explored, as we expand our ability to engage and collect information from students through effective mechanisms.
- **External Funding** – We will explore external funding opportunities through our campus partners that will help support both current and new programming activities. This will allow us to address the current and future needs of our students.
- **First-year Seminar** – We will seek to broaden our relations with First-year Seminar faculty with staff across the office. Expanding the relationships with Career Service team members will create more opportunities for engagement and provide students with increased knowledge on career options.
- **Technology** – Adding modern technology throughout the office will assist in educating and informing students regarding campus activities, career readiness, and engaging with employers virtually.
- **Employer Feedback** – Due to the nature in which we work with our community partners individually, we see a benefit to exploring ways we can engage them collectively to provide the opportunity for us, as well as our campus partners to educate them on our campus resources. Also, provide the opportunity for the campus community to increase their awareness of community needs.

**9. Did you have any Student Fee funds in excess of \$5,000.00 swept at the end of FY24? If so, describe how much and in which areas the funds came from.**

During the end of FY24, \$30,517 was swept with the majority of the funds from the Salary/Wage/Fringe lines due to vacancies and some funding from Maintenance and Operations.

- Salaries/Wages/Fringe - \$27,426
- Maintenance and Operations - \$3091

**10. Are you requesting any new one-time funding? Present your budget request for next year with appropriate justification. \*Note that only one-time funding requests (no base requests) will be reviewed for FY26.**

No new funding is being requested for FY25 or FY26

**11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2026 budget and provide a line-item explanation of where budgetary cuts would be made.**

In order to accommodate a 5% budget reduction of \$30,721 from the Career Services allocated SFAC funds, we would have to make reductions to our Salary and Wages, which would require the department to eliminate a staff position. This would significantly impact our ability to provide support services to students and their transition into the workforce through professional growth and development activities.