

## Office Structure and Office Size

### Office Structure: Centralized vs. Decentralized

		Respondents	% of Respondents
Office Structure	Centralized	7	70.0%
	Decentralized	3	30.0%

### Titles used in Office Name

		Responses	% of Respondents
\$Name	Official Name- Career Center	1	12.5%
	Career Development	2	25.0%
	Career Services	5	62.5%
	Placement	0	0.0%

### University Division

		Responses	% of Responses
Organizational Division	Academic Affairs	1	11.1%
	Enrollment Management	0	0.0%
	Institutional Development	0	0.0%
	Student Affairs	5	55.6%
	School within University	2	22.2%
	Other	1	11.1%

### Size of Career Services Office

	Mean	Median	Valid N
Square Feet	7430	5924	7

### Number of Interview Rooms

	Mean	Median	Valid N
Interview Rooms	14	17	9

### Number of rooms used exclusively for interviews

	Mean	Median	Valid N
Rooms used solely for interviews	12	14	9

## Services

**Offer Drop-in Counseling**

		Responses	% of Responses
Drop-in Counseling	Yes	6	85.7%
	No	1	14.3%

**Drop-in Counseling  
Number of Students served**

	Mean	Median	Valid N
Drop-in Amount	3287	1679	5

**Counseling by Appointment**

		Responses	% of Responses
Appointment Counseling	Yes	6	100.0%
	No	0	0.0%

**Counseling by Appointment  
Number of Students Served**

	Mean	Median	Valid N
Appointment Amount	2132	2009	5

**Online Counseling**

		Responses	% of Responses
On-line Counseling	Yes	4	57.1%
	No	3	42.9%

**Online Counseling  
Number of Students Served**

	Mean	Median	Valid N
On-line Amount	1780	1341	3

**Online Counseling  
Media Employed**

		Responses	% of Respondents
\$Online_Media	E-mail	4	100.0%
	Chat	0	0.0%
	IM	0	0.0%
	Webinar	0	0.0%

**Academic Counseling/Advising**

		Responses	% of Responses
Academic Counseling	Yes	2	33.3%
	No	4	66.7%

**Credit Career Classes**

		Responses	% of Responses
Career Classes for Credit	Yes	4	57.1%
	No	3	42.9%

**Credit Career Classes  
Number of Classes**

	Mean	Median	Valid N
No. of Classes Offered	6	5	4

**Offer Academic Internships**

		Responses	% of Responses
Academic Internships for credit	Yes	5	71.4%
	No	2	28.6%

**Career Services Assists with Academic Internships**

		Responses	% of Responses
CS assist with Academic Internships	Yes	4	66.7%
	No	2	33.3%

**Career Services Assists with Employer Internships**

		Responses	% of Responses
Internships w/ Employers	Yes	6	100.0%
	No	0	0.0%

**Career Services Assists with Employer Internships  
Number of Students Assisted**

	Mean	Median	Valid N
Students assisted	952	553	3

**Career Services works with Academic Departments**

		Responses	% of Responses
Work w/ Academic Departments	Yes	4	66.7%
	No	2	33.3%

**Career Services works with Academic Departments  
Nature of Relationship**

		Responses	% of Responses
Nature of Relationship	Worked to place interns with university	0	0.0%
	Worked to place interns with employers	2	40.0%
	Worked to place interns both in university and with employers	3	60.0%

**Sponsor Career Fairs**

		Responses	% of Responses
Sponsor Career Fairs	Yes	6	100.0%
	No	0	0.0%

**Sponsor Career Fairs  
Number of Fairs**

	Mean	Median	Valid N
No. of Fairs 11-12	6	5	6

**Sponsor Career Fairs  
Number of Organizations Attending**

	Mean	Median	Valid N
Orgs. attending 11-12	575	448	5

**Sponsor Specialized Career Fairs**

		Responses	% of Responses
Specialized Career Fairs	Yes	2	33.3%
	No	4	66.7%

**Offer Formal On-Campus Interview Program**

		Responses	% of Responses
On-campus Interview Program	Yes	6	100.0%
	No	0	0.0%

**Offer Formal On-Campus Interview Program  
Number of Organizations Conducting Interviews**

	Mean	Median	Valid N
Orgs. conducting interviews	317	255	5

**Offer Formal On-Campus Interview Program  
Number of Interviews**

	Mean	Median	Valid N
No. of interviews	7619	5200	5

**Offer Workshops**

	Responses	% of Responses
Offer Workshops Yes	5	83.3%
No	1	16.7%

**Offer Workshops  
Number of Workshops**

	Mean	Median	Valid N
No. of workshops 10-11	391	450	4

**College offers Work-Study**

	Responses	% of Responses
Offer Work-Study Yes	6	100.0%
No	0	0.0%

**Work-Study Coordinated through Career Services**

	Responses	% of Responses
CS coordinates Work-Study Yes	0	0.0%
No	6	100.0%

**Career Services offers Student Employment**

	Responses	% of Responses
Offer Student Employment Yes	2	33.3%
No	4	66.7%

**Career Services offers Career Assessment Tools**

	Responses	% of Responses
Offer Career Assessment Tools Yes	4	66.7%
No	2	33.3%

**Career Assessment Tools  
Method of Delivery**

		Responses	% of Responses
Tool Availability	computer	2	50.0%
	paper	0	0.0%
	both computer & paper	2	50.0%

**Career Assessment Tools  
Available Tools**

		Responses	% of Respondents
\$Tools	Discover	1	25.0%
	Focus	1	25.0%
	MBTI	4	100.0%
	SIGI	1	25.0%
	Strong	4	100.0%

**Offer Credential File Service**

		Responses	% of Responses
Offer Credential File Service	Yes	2	33.3%
	No	4	66.7%

**Career Resource Library**

		Responses	% of Responses
Offer Career Resource Library	Yes	5	71.4%
	No	2	28.6%

**Career Resource Library  
Delivery Media**

		Responses	% of Responses
Library Offerings	Print	0	0.0%
	Electronic	0	0.0%
	Both Print & Electronic	5	100.0%

**Career Resource Library  
Resources Available**

		Responses	% of Respondents
\$Library	Individual employer info	3	75.0%
	Search skills info sites	4	100.0%
	Wetfeet guides	1	25.0%
	Info from us dept of labor	4	100.0%
	Job choices digital	4	100.0%
	Private career info sites	2	50.0%
	Occupational outlook handbook	3	75.0%
	Vault industry guides	1	25.0%
	Job postings mag	1	25.0%
	State workfroce data	2	50.0%
	Quint careers	0	0.0%
	Black collegian	3	75.0%

**Outreach Services to Alumni**

		Responses	% of Responses
Provide outreach services to alumni 09-10	Yes	3	50.0%
	No	3	50.0%

**Placement**

**First Destination Survey at Graduation**

		Responses	% of Responses
Survey at graduation	Yes	5	100.0%
	No	0	0.0%

**First Destination Survey after Graduation**

		Responses	% of Responses
Survey months after graduation	Yes	4	80.0%
	No	1	20.0%

**First Destination Survey  
Responsibility for Questionnaire**

		Responses	% of Respondents
\$Survey_Questions	Career Services	5	83.3%
	Institutional Research	2	33.3%
	President	1	16.7%
	Academic Deans	1	16.7%

**First Destination Survey  
Responsibility for Survey Delivery**

		Responses	% of Respondents
\$Survey_Delivery	Career Services	5	100.0%
	Institutional Research	1	20.0%
	President	1	20.0%
	Academic Deans	1	20.0%

**First Destination Survey  
Responsibility for Survey Analysis**

		Responses	% of Respondents
\$Survey_Analysis	Career Services	4	80.0%
	Institutional Research	2	40.0%
	President	0	0.0%
	Academic Deans	1	20.0%

**First Destination Survey  
Months to Follow-up Survey**

	Mean	Median	Valid N
Months after graduation for followup	7	6	5

**First Destination Survey  
Class of 2011 Results**

	Mean	Median	Valid N
2011 % with full time jobs	51	58	4
2011 % full time advanced	22	22	4
2011 % military	1	1	1
2011 % yr of service program	2	2	2
2011 % unemployed but looking	18	16	4



**First Destination Surveys  
Data Elements Collected**

		Responses	% of Respondents
\$Survey_Data	Job Title	5	100.0%
	Employer Name	4	80.0%
	Employer Industry	2	40.0%
	Employer Location	5	100.0%
	Starting Salary	5	100.0%
	Employee Benefits	0	0.0%

**First Destination Surveys  
Results by Program or Major**

		Responses	% of Responses
Responses reported for department/major	Yes	4	80.0%
	No	1	20.0%

**First Destination Surveys  
Reporting**

		Responses	% of Respondents
\$Survey_Reporting	School website	4	80.0%
	Reported to departments	2	40.0%
	Print report at career center	0	0.0%
	Print report available on request	0	0.0%

## Staffing

**Director: Experience and Base Salary**

	Mean	Median	Valid N
director exp	26	25	5
DirectorSal	97185	80000	5

**Associate Director: Experience and Base Salary**

	Mean	Median	Valid N
AssocDirectYear	10	7	4
AssocDirectorSalary	55500	56500	4

**Employer Relations Specialist: Experience and Base Salary**

	Mean	Median	Valid N
EmpRelYears	8	2	3
EmpRelSalary	33957	33200	4

**Technology Coordinator: Experience and Base Salary**

	Mean	Median	Valid N
TechCoordYears	12	10	4
TechCoordSalary	43584	41750	4

**Full-Time Equivalent Professional Staff**

	Percentile 25	Mean	Median	Percentile 75	Valid N
FTE Professional	11	14	12	12	5

**Full-Time Equivalent Clerical Staff**

	Percentile 25	Mean	Median	Percentile 75	Valid N
FTE Clerical	3	6	6	10	5

**Full-Time Equivalent Total Staff**

	Percentile 25	Mean	Median	Percentile 75	Valid N
FTE_Staff	17	20	21	22	5

## Budget

**Nonpersonnel Operating Budget 2012-13**

	Mean	Median	Valid N
Budget 12-13	287846	163000	5

**Funding Sources for Operating Budget**

	Mean	Median	Valid N
% Institutional	53	60	5
% Fees	40	40	5
% Partnership	6	3	5
% Grants	0	0	5
% Gifts	1	0	5
% Other	1	0	5

**Nonpersonnel Operating Budget FY13 vs. FY12**

		Responses	% of Responses
NP Budget Change from 11-12	Decrease more than 20%	1	20.0%
	Decrease 15% - 20%	0	0.0%
	Decrease 10% - 15%	0	0.0%
	Decrease 5% - 10%	0	0.0%
	Decrease less than 5%	0	0.0%
	No change	2	40.0%
	Increase less than 5%	1	20.0%
	Increase 5% - 10%	0	0.0%
	Increase 10% - 15%	0	0.0%
	Increase 15% - 20%	1	20.0%
	Increase more than 20%	0	0.0%

**Total Career Services Budget FY13 vs. FY12**

		Responses	% of Responses
Total Budget Change from 11-12	Decrease more than 20%	0	0.0%
	Decrease 15% - 20%	0	0.0%
	Decrease 10% - 15%	0	0.0%
	Decrease 5% - 10%	0	0.0%
	Decrease less than 5%	1	20.0%
	No change	0	0.0%
	Increase less than 5%	3	60.0%
	Increase 5% - 10%	0	0.0%
	Increase 10% - 15%	1	20.0%
	Increase 15% - 20%	0	0.0%
	Increase more than 20%	0	0.0%

**Does Career Services Have a Partnership Program?**

		Responses	% of Responses
Have Partner Program	Yes	4	80.0%
	No	1	20.0%