

Southeast Tech
Career Services Report
EXECUTIVE SUMMARY

Purpose:

To update the school board on the status of Southeast Tech career services.

Career Services Update:

Paula Hawks, Career Services Coordinator and Student Success Advisor, will outline the services provided by the Career Services Office at Southeast Tech.

- Career Connections: Southeast Tech’s online job board that lists openings for employers in the state, region and beyond
- Career Fairs: Industry-specific networking opportunities
- Other Career Services: Résumé writing, cover letters, mock interviews
- Build Dakota: Sponsorship numbers and industries

Number of jobs posted, student engagement and placement will be highlighted for Career Connections. Details about attendance by employers and students will be overviewed for Career Fairs. Build Dakota has grown this year compared to last year, and we have expanded not only our number of sponsors but also the number of sponsored students we could potentially award. Last year we had 146 students awarded Build Dakota with 98 of those being sponsored by 30 sponsors. Currently for the 2020-2021 cohort, we have 41 confirmed potential sponsors with a possibility of 130+ students being sponsored.

Administrative Recommendation to School Board:

To acknowledge the Southeast Tech Career Services Report.

SOUTHEAST TECH CAREER SERVICES

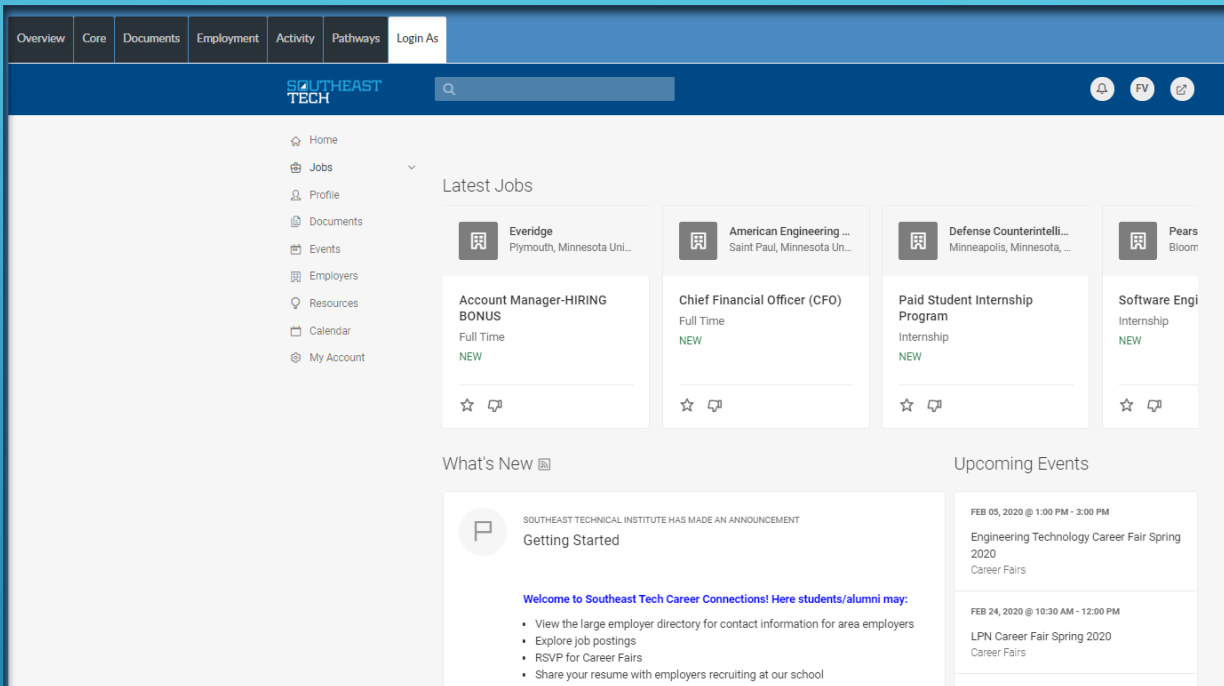
Paula Hawks

Career Services Coordinator

Student Success Advisor

- ▶ What is a career services office?
 - ▶ National Association of Colleges and Employers (NACE) standards
 - ▶ Placement report
- ▶ We provide a variety of services through this office:
 - ▶ Career Connections – online job board
 - ▶ Career Fairs – Industry-specific
 - ▶ Other services include résumé-writing, cover letters, mock interviews
 - ▶ Build Dakota industry relations/sponsorships

CAREER SERVICES OVERVIEW



- ▶ Online job board
 - ▶ 3100+ employers
 - ▶ 3200+ contacts
 - ▶ 937 job postings
 - ▶ 2300+ students/alumni with profiles

CAREER CONNECTIONS

Southeast Tech Career Connections

Events

Click on the Event Title to see additional information for Employers and Job Seekers.

Event Title	Days	Location	Status
Part Time Job Fair Fall 2019	Participant Registration Part Time: September 4 11am-1pm 11:00 AM - 1:00 PM	Southeast Tech HUB (New Building South of Campus)	Passed
Horticulture Technology Career Fair Fall 2019	Participant Registration Horticulture: Date September 12 10:00 AM - 12:00 PM	Southeast Tech Wood Center	Passed
Transportation & Industrial Career Fair Fall 2019	Participant Registration Trans & Industrial: September 18 10am-noon 10:00 AM - 12:00 PM	Southeast Tech HUB (New Building South of Campus)	Passed
LPN Career Fair Fall 2019	Participant Registration LPN Fall 2019: October 14 10:30am-noon 10:30 AM - 12:00 PM	Southeast Tech Sullivan Health Science Center	Passed
Engineering Technology Career Fair Spring 2020	Participant Registration Engineering: February 5 1-3pm 1:00 PM - 3:00 PM	Southeast Tech Mickelson Center	Upcoming
LPN Career Fair Spring 2020	Participant Registration LPN Spring 2020: February 24 10:30-noon 10:30 AM - 12:00 PM	Southeast Tech Sullivan Health Science Center	Upcoming
IT, Mechatronics & Mechanical Engineering Career Fair Spring 2020	Participant Registration IT, Mechatronics, Mechanical ENG: Feb 27 10am-noon 10:00 AM - 12:00 PM	Southeast Tech HUB (New Building South of Campus)	Upcoming
Business, Media, & Early Childhood Career Fair Spring 2020	Participant Registration Business, Media, & Early Childhood: April 2 10-12:30 10:00 AM - 12:30 PM	Southeast Tech Mickelson Center	Upcoming
Health Career Fair Spring 2020	Participant Registration Health: May 7 10-11:30am 10:00 AM - 11:30 AM	Southeast Tech Sullivan Health Science Center	Upcoming

▶ Industry-specific fairs

- ▶ 10 throughout the school year
- ▶ Brings over 200 employers to the campus
- ▶ Every program is involved – reaches all students

CAREER FAIRS



Résumé-Writing



Cover Letters

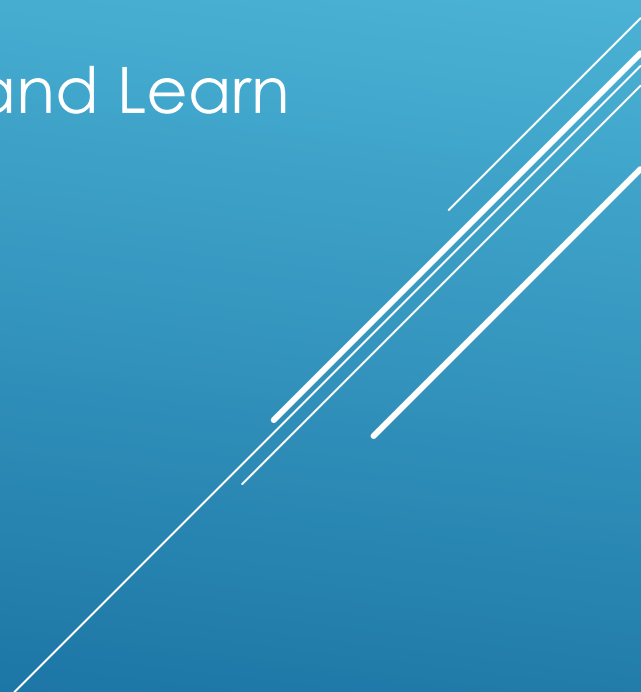


Mock Interviews



Lunch and Learn
events

OTHER SERVICES





- ▶ Growing!
 - ▶ 98 sponsored students in 2019-2020, with 30 sponsors (total of 146 scholarships awarded)
 - ▶ Possible 130+ sponsored students with 41 confirmed potential sponsors for 2020-2021

BUILD DAKOTA INDUSTRY RELATIONS

▶ Questions?

