

Southeast Tech
Southeast Technical Institute Career Center Development
EXECUTIVE SUMMARY

Purpose:

The purpose of this summary is to provide information regarding Southeast Technical Institute's Career Center and new direction.

With low unemployment in the Southeast Tech service area, Southeast Tech's students and alumni are in high demand. To assure that we are providing full Career Center services meeting the various needs of industry and other external stakeholders, Southeast Tech is expanding the Career Center services we already provide and taking these services to the next level.

On a daily basis, organizations and companies contact Southeast Tech for partnerships. These partnerships include requests for training, student internships, connections to specific programs, job opportunities, career fairs, etc. Strengthening our infrastructure will increase our ability to meet these needs.

In December 2015, Southeast Tech's Career Services implemented Symplicity's NACELink software, which allows employers to post available jobs 24/7, recruit from student-posted public profiles, register for career fairs, and request services from the Southeast Tech community. Employers and other external stakeholders who become members through the software become part of a centralized directory that Southeast Tech employees can use to develop additional partnerships. Southeast Tech employees will be able to directly connect with these stakeholders in a more efficient and direct manner. The software allows external stakeholders to request partnerships with the Southeast Tech community in a more streamlined manner. These services include requesting service learning opportunities, industry training, classroom speakers or on-campus visits, internships, etc., as well as job postings and Career Fair registrations.

Students have the ability to post individual profiles and upload resume and cover letters. They can also link the software to their LinkedIn account and can apply for positions directly through the site. The software also provides some career exploration assessments and tools to better develop students' soft skills.

Faculty can access available job opportunities to share with their students and graduates and send email notifications to all registered students based on major. Using the software to manage Career Fairs and other events has helped Southeast Tech streamline this process, making the Career Services office more efficient. Career Services can quickly and easily inform students of available jobs through emails segmented by program or interest area.

Southeast Tech plans on utilizing this software to assist with both internal and external communications. The software's e-newsletter will allow Southeast Tech to notify registered members about campus news, events and happenings, success stories, opportunities for partnerships, available services, etc. Southeast Tech's implementation of Symplicity's NACELink software will help the institute better communicate and meet the needs of its external and internal stakeholders. Sharing the many partnership opportunities as well as Southeast Tech's success stories will help the institute build stronger stakeholder relationships.

Administrative Recommendation to School Board:

Southeast Tech requests the acknowledgement of the Career Center Development Report.



SOUTHEAST TECH CAREER CENTER DEVELOPMENT

BOARD REPORT

JULY 13, 2016

CAREER CENTER SERVICES

- Employment opportunities
- Career fairs
 - On campus
 - SDACCC BIG Job Fair
- Employer recruitment opportunities on campus
- Resume assistance
- Mock Interviews
- Career Services workshops
- Career exploration assessments
- Dress for Success Partnership

EMPLOYER PARTNERSHIP

- Job postings
- Internship posting and faculty connection for credit experiences
- Career Fair participation
- On campus recruitment
- Classroom presentations
- Job postings with the SDACCC membership
- Partner on career development workshops
- Sponsorship & Scholarship opportunities – connect to Foundation

IMPLEMENTATION OF NACELINK SOFTWARE

STUDENTS:

- Create profile
- Upload resume, cover letter, portfolio
- Apply for positions directly through the site
- RSVP for Career Fairs
- Resume, cover letter, interview assistance
- Career exploration assessment and tools
- Employer directory

IMPLEMENTATION OF NACELINK SOFTWARE

FACULTY:

- Receive Career Center notification on student jobs and internships
- Send notifications to segmented students by major
- View upcoming Career Fairs and employer registrations
- View employer directory

IMPLEMENTATION OF NACELINK SOFTWARE

EMPLOYERS:

- Post jobs and internships
- Recruit by viewing student public profiles/resumes
- Register for upcoming Career Fairs
- Request to recruit on campus
- Request to present in a classroom
- Request to partner on Career Center events
- Request for a service learning partnership
- Request to Sponsorship-a-Scholar or create a scholarship
- Request employee training from Southeast Tech

Including any external stakeholder – community organizations, school teachers, counselors, etc.

DEVELOPMENTS

- Software allows employers to make requests in one centralized location
- Centralized employer directory allows for a quicker response rate of Southeast Tech community to meet employers requests
- E-Newsletter can notify all registered members about campus news, events and happenings, success stories, opportunities for partnerships, available services, etc.

SOFTWARE USER STATISTICS

- Imported 1,024 employers from prior Job Connections site and have increased the number of employers to 1,357 as of 7/5/16 – including 1,522 employer contacts (users)
- Imported 112 students from prior Job Connections site and have increased student participation to 628 as of 7/5/16
- Imported 194 available jobs on 12/18/15 and have increased number of current jobs available to 399 as of 7/5/16

The image features a dark blue gradient background with white, stylized circuit board traces in the corners. These traces consist of straight lines and small circles, resembling electronic components or data paths. The word "QUESTIONS?" is centered in a white, bold, sans-serif font.

QUESTIONS?