

**SOU Career Development Services
Work Plan 2007-2008**

Tasks/Goals	Due
Transition to Involvement Center	FT 07
Create departmental publications	FT 07
Hire and supervise work-study student	FT 07
Propose department hours for SOU/RCC campus	FT 07
Develop career reporting system for tracking SOU students/alumni	FT 07
Assess and report on SOU internship programs	WT 08
Launch first-destination survey to recent undergraduates	WT 08
Develop departmental strategic plan	WT 08
Oversee department operations	ongoing
Collaborate with Alumni Association (data analysis/outreach)	ongoing
Outreach to employer for internship and employment opportunities	ongoing
Coordinate careers fairs, information sessions & career events	ongoing
Provide student/alumni career counseling and assessment	ongoing
Manage department budgets	ongoing
Supervise career development counselor (.5 FTE)	ongoing
Manage SOU CareerLink (Web-based system)	ongoing
Serve on various campus & community committees	ongoing
Market services to students, alumni, employers, faculty	ongoing
Manage department Website	ongoing
Collaborate with faculty (class presentations, employer meetings, report employer feedback/findings)	ongoing
Report student salary offers to National Association of Colleges and Employers (NACE) - Salary Surveys	ongoing
Participate in NACE & MPACE benchmarking surveys, roundtables and annual meetings	ongoing
Promote career development counselor to full-time (1.0 FTE)	ongoing

SOU Career Development Services
Scheduled Events 2007-2008

Event	Date	Time	Location
New Student Orientation F07 (Parents & Family Breakfast)	Friday, September 21	8:00 am - 10:00 am	Rogue River Room
New Student Orientation F07 (Involvement Opportunities at SOU)	Friday, September 21	12:30 pm - 2:30 pm	Stevenson Union Arena
Peace Corps Information Session	Monday, October 8	5:30 pm - 6:30 pm	Stevenson Union, Room 319
Internship and Volunteer Fair 2007	Thursday, October 11	11:30 am - 2:00 pm	Rogue River Room
Don Asher: Tips and Strategies for Applying to Graduate School	Monday, October 22	11:00 am - 12:30 pm	Stevenson Union, Room 319
Graduate School Information Fair 2007	Wednesday, October 24	11:30 am - 2:00 pm	Rogue River Room
Mountain Pacific Association of Colleges and Employers (MPACE) Annual Meeting	Wednesday - Friday December 5 -7		Denver, CO
New Student Orientation W08	TBD	TBD	TBD
NACE Network Annual Director's Meeting	Thursday and Friday March 13 & 14		Las Vegas, NV
New Student Orientation S08	TBD	TBD	TBD
Education Fair 2008	Wednesday, April 10	10:00 am - 1:00 pm	Rogue River Room
Career Fair 2008	Thursday, May 8	11:00 am - 3:00 pm	Rogue River Room
On-campus Employment Fair 2008	Wednesday, June 4	11:00 am - 1:00 pm	Rogue River Room

SOU Career Development Services Organizations/Affiliations

Organization

National Association of Colleges and Employers (NACE) - Member

Mountain Pacific Association of Colleges and Employers (MPACE) - Member & 2008 Conference Planning Committee

NACElink Network (SOU CareerLink) - System Administrator

SOU New Student Orientation Planning Committee - Member

Rogue Valley Workforce Development Council (RVWDC) - SOU Member Representative

Business Resource Team, Region 8 - Member for Rapid Response

One Stop Board (Jackson & Josephine County) - Member

SOU Academic Council - Member

NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) - Advisory Council

SOU Community-Based Learning Advisory Committee - Member

Student Affairs Council

**SOU Career Development Services
Organizations/Affiliations**

Dates

2000 - Present

2000 - Present

2003 - Present

2006 - Present

2006 - Present

2006- Present

2006 - Present

2006 - Present

2007- Present

2007 - Present

2007 - Present