

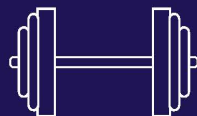
2019
2020

CAREER CENTER

University
of Portland



EDUCATE the
whole person



EMPOWER all
students and alumni
in their career
development journey



Foster career
DISCERNMENT and
resilience



Facilitate meaningful
CONNECTIONS and
identify opportunities

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I. MISSION, VISION, AND VALUES

Mission

The mission of the Career Center is to educate and empower students and alumni throughout their lifelong career development journey. Beginning with a student's first year, we foster career discernment, resilience and development of the whole person. We partner with alumni, faculty, staff and employers to facilitate connections and identify meaningful experiences and opportunities.

Vision

We envision a connected community of University of Portland students and alumni who value and pursue transformative relationships and experiences within a global context.

- We achieve this through providing expert guidance
- We foster community by facilitating connections
- We catalyze change in the perception of clients

Values

These values serve as the Career Center's cultural anchors.

- Formation
- Respect and Inclusion
- Collaboration
- Adaptability
- Honesty and Authenticity
- Professional
- Accessibility and Ease
- Hospitality and Welcoming

Purpose

The purpose of the Career Center is to empower students and alumni to create the future they want and discern meaning in their life's work

- We embrace students and alumni where they are on their career development journey
- We cultivate power and belief in oneself

Value Proposition

We have the expertise to activate academics into meaningful career opportunities, guiding our students from classroom learning to applied experience. We honor each person's uniqueness and career potential without judgment; we coach and accompany our clients on the path of self-exploration leading to career fulfillment.

II. STAFF

Career Center Staff

- Amy Cavanaugh, Director
- Seth Igarta, Associate Director of Career Education and Academic Integration
- Max Kalchthaler, Career and Program Advisor
- Chelsea Chase, Career Counselor,
- Julia Mayfield, Employer Relations and Alumni Outreach Manager
- Audrey Fancher, Internship and Engagement Coordinator,
- Hannah Katibah, Program Assistant

III. STRATEGIC PRIORITIES

As the University prepares people who respond to the needs of the world and the human family, the Career Center serves as the hub of meaningful connections through partnerships with employers, experiences, and industry experts. The Career Center strives to develop communities of engaged learners and networkers. Through implementation of 2019-2022 operational plan, the vision of a campus culture in which career development is a critical component of the student experience can be achieved.

- We achieve this through providing expert guidance
- We foster connections by facilitating communities
- We catalyze change in the perception of clients

The Career Center Operational Plan 2019-2022: Enhancing Partnerships, Integrating Career Readiness, Elevating Experiential Learning, and Optimizing Technology outlines the departments strategic priorities.

- I. Integrate Career Readiness into Curricular Experiences
- II. Embed Career Readiness into Co-Curricular Experiences
- III. Enhance Internal and External Partnerships and Build Connections and Communities for a Stronger Network That Promotes Career Development
- IV. Effectively Tell the Career Center Story and Optimize Technology for Customization, Branding and Connections
- V. Foster Stewardship and Effectively Manage Resources



"An education that is complete is one in which the hands and heart are engaged as much as the mind. We want to let our students try their learning in the world and so make prayers of their education."
– Blessed Basil Moreau

The Career Center envisions a campus culture in which career development is a critical component of the student experience.

We strive to create connected communities of students and alumni who value and pursue transformative relationships and experiences within a global context.

- We achieve this through providing expert guidance
- We foster connections by facilitating communities
- We catalyze change in the perception of clients

We have the expertise to activate academics into meaningful career opportunities, guiding our students from classroom learning to applied experience. We honor each person's uniqueness and career potential without judgment; we coach and accompany our clients on the path of self-exploration leading to career fulfillment.

- 1 Integrate Career Readiness into curricular experiences
- 2 Embed Career Readiness into co-curricular experiences
- 3 Enhance internal and external partnerships and build connections and communities for a stronger network that promotes career development
- 4 Effectively tell the Career Center story and optimize technology for customization, branding and connections
- 5 Foster stewardship and effectively manage resources

IV. PROGRAMS

The Career Center supports students in all aspects of career development, including guidance in identifying skills, interests, and values as they relate to choice of major and vocation and opportunities to learn about industries and professional pathways. The Career Center provides students and alumni with the resources and tools to explore and apply to meaningful professional experiences. Students can connect to a variety of work-integrated learning opportunities and meet with professional staff to discern post-graduate options, including full-time employment, post-graduate volunteer service, and graduate and professional school. The Career Center facilitates talent recruitment efforts at the University of Portland.

Career Development

- 1:1 Appointments with Students and Alumni
- Career Development and Discernment Series
- Experiential Learning Support
- Skill Development Workshops
- Academic Integration
- Special Population Programming

Employer Engagement

- Internship Coordination
- Employer Relations
- Alumni Engagement
- Industry Branding and Visibility
- First Destination Career Outcomes

24/7 Services, Collaborative Events and Communications

- Career Center Website
- Handshake
- Career, Internship and Graduate School Fairs
- Career Panel Events
- Newsletters and Program Communications
- Campus Partnerships

V. LEARNING OUTCOMES

The Career Center employs learning outcomes throughout its programming, using assessment and evaluation to measure results. We gather evidence of student learning for continuous improvement efforts and to tell our story. The following are Career Center student learning outcomes strategically aligned to the Student Affairs Assessment Plan and Vision 2020.

As a result of engaging with the Career Center, students will know and be able to...

1. EXPLORE:

Increase self-awareness to begin identifying opportunities and paths to pursue.

- 1.1 Clarify personal factors including values, interests, strengths and skills
- 1.2 Identify and research a wide variety of career industries and opportunities
- 1.3 Articulate academic and career goals with requisite skills and competencies

* Student Affairs Assessment Plan – Honor Faith and Reason, Promote Ethical Reflection

* Vision 2020 – C 1.1, C 2.1, C 2.2

2. ENGAGE:

Get involved in experiential learning opportunities and conversations with alumni and employers to develop a professional network and clarify goals.

- 2.1 Gain experience and insights through campus involvement and experiential learning
- 2.2 Utilizing career-related events and professional networks, including career fairs and informational interviews
- 2.3 Envision oneself, reflect and evaluate fit in a variety of roles and work-related settings

* Student Affairs Assessment Plan – Honor Faith and Reason, Promote Ethical Reflection, Prepare People Who Respond to The Needs of the World and Its Human Family

* Vision 2020 – A 1.3, A1.5, C 1.1, C 2.1, C 2.3, C 3.1

3. EXPERIENCE and ENHANCE:

Search and prepare to effectively apply for internships, jobs and career pursuits.

- 3.1 Identify and use effective tools in the job search, leveraging professional networks
- 3.2 Establish a professional image and effectively communicate with prospective employers
- 3.3 Understand and plan for future pursuits

* Student Affairs Assessment Plan - Prepare People Who Respond to The Needs of the World and its Human Family

* Vision 2020 – A 1.3, A 2.1, C 3.1

*STRATEGIC ALIGNMENT	
Vision 2020	A 1.3, A 1.5, A 2.1, C 1.1, C 2.1, C 2.2, C 2.3, C 3.1
Division of Student Affairs Assessment Plan	1.1, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3

VI. CAREER EDUCATION

We have the expertise to activate academics into meaningful career opportunities, guiding our students from classroom learning to applied experience. We honor each person's uniqueness and career potential without judgment; we coach and accompany our clients on the path of self-exploration leading to career fulfillment.

The Pilot MAP: Career Action Plan is a four-year career plan to help students get engaged during their time at the University of Portland. Each year has a theme to encourage students to take advantage of the many resources on and off campus:

- Explore
- Engage
- Experience
- Enhance

It is not merely a "To Do" list of items to check off a list – rather it is a customizable plan that enables students to tailor plans and engage with resources (people, places, activities, etc.) that will support their goals.

Pilot MAP: 4-Year Career Plan

University of Portland Career Center

www.up.edu/career | Orrico Hall, Lower Level | career@up.edu | 503.943.7201

	FRESHMAN Explore	SOPHOMORE Engage	JUNIOR Experience	SENIOR Enhance
Research and Discernment	<input type="checkbox"/> Meet with the Career Center to discuss: <ul style="list-style-type: none"> • Majors/minors • Career goals • Exploring career & internship options 	<input type="checkbox"/> Conduct at least 3 informational interviews : <ul style="list-style-type: none"> • Send thank you notes within 24 hours • Keep track of contact info & meetings 	<input type="checkbox"/> Continue to learn about the <i>hidden job market</i> by conducting 6-8 informational interviews	<input type="checkbox"/> Conduct at least 10-12 informational interviews : <ul style="list-style-type: none"> • Expand your network • Use LinkedIn to identify professionals & alumni • Connect with faculty
Tell Your Story	<input type="checkbox"/> Keep your options open while exploring majors and electives: <ul style="list-style-type: none"> • Meet with advisor • Talk to students in various majors 	<input type="checkbox"/> Visit with professors whose classes you enjoy: <ul style="list-style-type: none"> • Learn more about their career paths and career options • Ask what you can be doing now 	<input type="checkbox"/> Explore your targeted industries/fields: <ul style="list-style-type: none"> • Join a professional association • Attend Career Center events 	<input type="checkbox"/> Research organizations & companies on interest: <ul style="list-style-type: none"> • Create a list of 5-10 target organizations • Review your network of contacts
Get Involved	<input type="checkbox"/> Get involved: <ul style="list-style-type: none"> • Join a student club/organization • Get a part-time job • Volunteer • Attend campus events 	<input type="checkbox"/> Create a LinkedIn profile: <ul style="list-style-type: none"> • Review Career Center resources • Attend LinkedIn Lab • Join UP related groups 	<input type="checkbox"/> Schedule time weekly for career planning: <ul style="list-style-type: none"> • Be realistic about your time • Use Handshake to find positions 	<input type="checkbox"/> Meet with the Career Center in the fall to create an action plan for your final year: <ul style="list-style-type: none"> • Timeline • Target positions • Events to attend
Get Involved	<input type="checkbox"/> Create a master resume: <ul style="list-style-type: none"> • Review resume handouts for tips • Bring draft to Express Advising 	<input type="checkbox"/> Write a cover letter for a specific job: <ul style="list-style-type: none"> • Use Handshake to find positions • Bring a draft to Express Advising 	<input type="checkbox"/> Schedule a mock interview : <ul style="list-style-type: none"> • Practice the skills necessary to land an internship/job • Invest in a suit 	<input type="checkbox"/> Prepare for interviews: <ul style="list-style-type: none"> • Research organizations • Conduct mock interview • Research realistic salary expectations and learn about negotiation
Get Involved	<input type="checkbox"/> Orient yourself to college life & explore: <ul style="list-style-type: none"> • Activities Fair • Study Abroad • Shepard Academic Resource Center 	<input type="checkbox"/> Explore leadership through Franz Center , Moreau Center , Shepard Academic Resource Center , Residence Life & Green Dot Training	<input type="checkbox"/> Prepare for your post-grad plans: <ul style="list-style-type: none"> • Graduate school • Applied/intern experience • Post-grad service 	<input type="checkbox"/> Apply to relevant career opportunities: <ul style="list-style-type: none"> • Follow up on all applications • Keep a record of the status of each position
Get Involved	<input type="checkbox"/> Attend at least 2 Career Center events : <ul style="list-style-type: none"> • Create your network • Learn about career options 	<input type="checkbox"/> Attend at least 1 Career Fair & 3 Career Center events : <ul style="list-style-type: none"> • Expand your network • Practice speaking with employers 	<input type="checkbox"/> Attend Career Fairs & at least 4 Career Center events : <ul style="list-style-type: none"> • Market yourself • Expand network • 60 second intro 	<input type="checkbox"/> Attend relevant Career Fairs & Career Center events : <ul style="list-style-type: none"> • Market yourself • Explore opportunities • Expand network

VII. CAREER READINESS

Career readiness of college graduates is a strategic priority of the Career Center. Our Pilots as Professionals program follows the career readiness definition and competence guidelines of the National Association of Colleges and Employers (NACE), and the high impact practices of the Association of American Colleges and Universities (AACU).

DEFINITION:

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

COMPETENCIES:

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

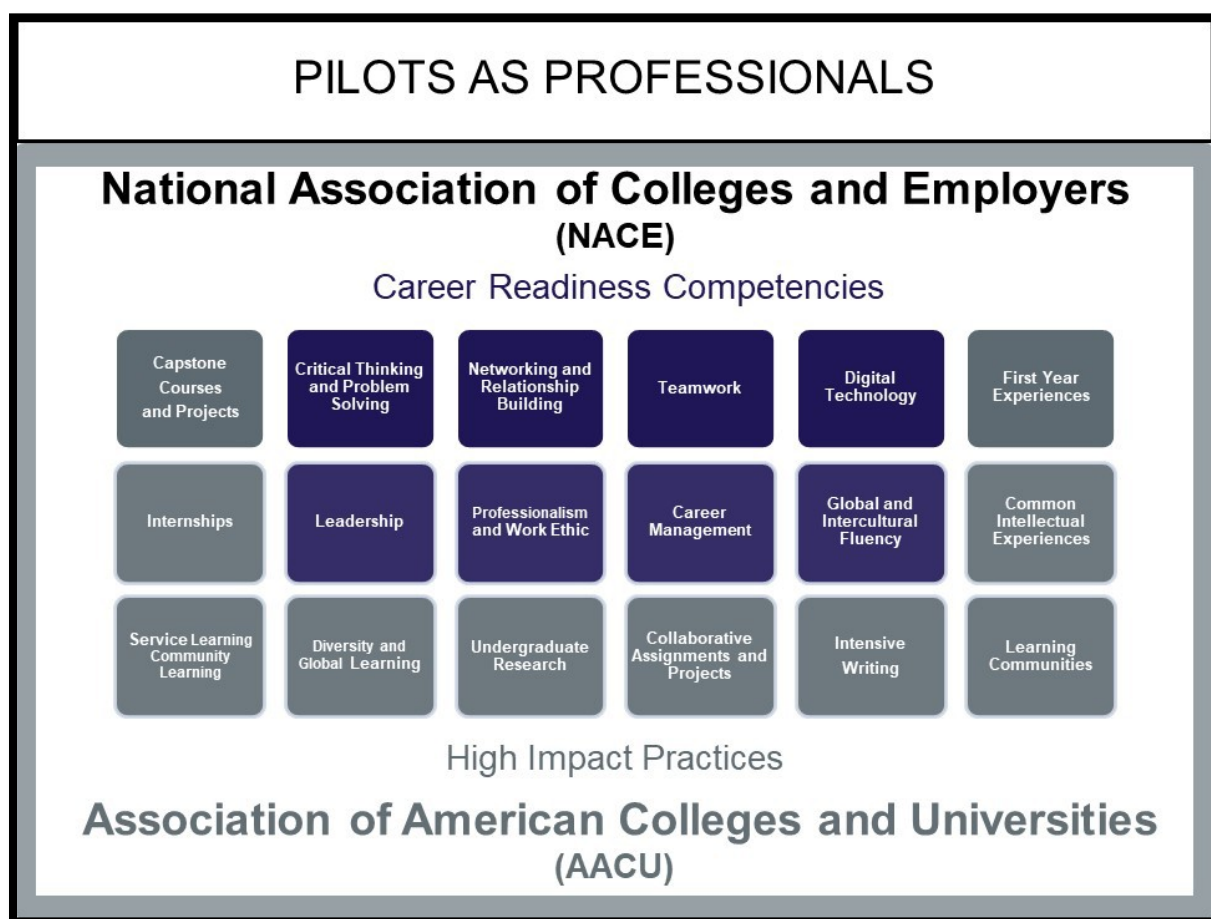
Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

HIGH IMPACT PRACTICES:

- First-Year Seminars and Experiences
- Common Intellectual Experiences
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Internships
- Capstone Courses and Projects



VIII. ASSESSMENT PLAN

The Career Center assessment plan for 2019-2020 represents a comprehensive approach to gather data on the outcomes of our efforts to serve students, analyze and interpret the data to know if outcomes are fulfilling our mission, and act in response to the data to continuously improve our programs and better fulfill our mission.

A detailed Assessment Plan, including the program being assessed, assessment method, data collection timeline and aligned outcomes is listed below for the 2019-2020 academic year.

2019-2020 ASSESSMENT PLAN			
PROGRAM	ASSESSMENT METHOD	DATA COLLECTION	CAREER CENTER OUTCOMES
Career Counseling and Advising	Destination Declared Career CrossFit	Fall 2019 Spring 2020	1.1, 1.2, 1.3, 3.1, 3.2, 3.3
Career Fairs	Career Expo Student and Employer Survey SWE Fair Student and Employer Survey	Fall 2019 Spring 2020	1.3, 2.1, 2.2, 2.3
Internship	Evaluation Survey	Ongoing	1.3, 2.1, 2.2, 2.3
Employer Relations and Alumni Engagement	Career Crawl Survey Industry Night Feedback	Fall 2019 Spring 2020	1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3
First Destination Career Outcomes	FDS Survey Knowledge Research	May 2019 November 2020	3.1, 3.2, 3.3
Career Center Metrics	Program Tracking Appointment Card Satisfaction Survey	Ongoing 8/2017 - 3/2020 6/2017 - 3/2020	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3

STRATEGIC ALIGNMENT	
Vision 2020	A 1.3, A 2.1, C 1.1, C 2.1, C 2.3 and C 3.1
Division of Student Affairs Assessment Plan	1.1, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3