

STUDENT AFFAIRS

OSU Stillwater

Career Services

The Division of Student Affairs has provided a list of initiatives that will help the OSU System attain diversity. The following short list of activities will be given primary attention.

Initiatives Common to All Departments in Student Affairs # 1-7):

1. Recruitment. Increase efforts to identify, recruit, and retain under represented employees and student workers. Work with Institutional Diversity to improve employee recruitment and retention as an institutional imperative.

a) Current Status of Goal:

- Hired and trained an African American female Hire Team member and retained for one calendar year (2006-2007)

Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Hire and train at least one minority student employee for the Career Services central office

c) Projected Status of Goal by 2010:

- Hire one full-time and two minority student employees for Career Services campus wide
- Train and retain all minority employees in Career Services for minimum of one calendar year

2. Campus Climate. Increase campus-wide awareness of services provided by the Division of Student Affairs.

- Current Status of Goal: Career Services identified and trained one special population career consultant to work with students to encourage and assist with on- and off-campus student employment, leadership, and full-time career employment needs
- Career Services consultant presented to the following groups in 2007:
 - Resumes and Interviewing Skills – African American Business Student Org.
 - General information Presentation – Chinese Group
 - Services Presentation – International Student Organization
 - Career Fair Preparation – General International Student Population

Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Career Services staff will meet with at least two minority student organizations each semester to engage discussion and create awareness of career services on the OSU campus
- Identify and train two full-time staff special population career consultants in central Career Services office to work with students to encourage and assist with on- and off-campus student employment, leadership, and full-time career employment needs

c) Projected Status of Goal by 2010:

- Career Services staff will meet with at least two minority student organizations each semester to engage discussion and create awareness of career services on the OSU campus
- Identify and train three full-time staff special population career consultants in the central Career Services office to work with students to encourage and assist with on- and off-campus student employment, leadership, and full-time career employment needs

3. Campus Climate. Promote student multicultural and diversity programming, leadership development, scholarship, and service opportunities through marketing, sponsorship, and participation.

a) Current Status of Goal:

- Career Services sponsored one student to attend the 18th Annual National Society for Minorities in Hospitality conference in February, 2007 in Seattle, WA
- Career Services sponsored one student to attend the 30th Annual Big XII Conference on Black Student Government Leadership Conference
- Career Services sponsored the Multicultural Student Center Honors Convocation (\$2,400) in April, 2007
- Career Services sponsored the Minority Scholarship Reception at the Conoco-Phillips Alumni center, April 2007
- Career Services sponsored the advertising for 2007 Miss Hispanic OSU Scholarship Pageant

Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Career Services will organize and sponsor the Big XII Black Student Association Career Fair, February, 2008
 - Career Services will sponsor a minimum of two special population students or organizations
- c) Projected Status of Goal by 2010:
- Career Services will sponsor at least two minority-related events programs and/or sponsor at least one minority student every semester to attend a state, regional or national diversity-related conference or event.
 - Career Services will sponsor a minimum of two special population students or organizations
4. Campus Climate. Continue to diversify student advisory boards.
- a) Current Status of Goal:
- *Not Applicable for Career Services*
5. Campus Climate. Promote multicultural programming through the university website.
- a) Current Status of Goal:
- Career Services maintains open and equal access to all web based and office related programs and services including job lists, resume referrals, job fairs, job search consultation and career-related programming
- Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
- Explanation of rating:
- b) Projected Status of Goal by 2008:
- Install at least one new career services software program to assist underrepresented groups and all students with job search and career-related programming
- c) Projected Status of Goal by 2010:
- Install at least two new career services software program to assist underrepresented groups and all students with job search and career-related program
6. **N/A -- deleted**
7. Professional Development. Continue to offer diversity related staff development opportunities.
- a) Current Status of Goal:
- 100% of Career Services full-time staff participated in diversity training for the Division of Student Affairs in spring, 2007.

Action Step Not Addressed Action Step Partially Achieved **Action Step Successfully Achieved** Action Step Exceeded
Explanation of rating:

- b) Projected Status of Goal by 2008:
- 100% of Career Services staff will participate in diversity training for the division of Student Affairs.
- c) Projected Status of Goal by 2010:
- 100% of Career Services staff will participate in diversity training for the division of Student Affairs.

Specific Initiatives for Career Services:

8. Campus Climate. Continue to financially sponsor at least one minority student every semester to attend a state, regional, or national diversity-related conference or event.

- a) Current Status of Goal:
- Career Services sponsored one student to attend the 18th Annual National Society for Minorities in Hospitality conference in February, 2007 in Seattle, WA
 - Career Services sponsored one student to attend the 30th Annual Big XII Conference on Black Student Government Leadership Conference
 - Career Services sponsored the Multicultural Student Center Honors Convocation (\$2,400) in April, 2007
 - Career Services sponsored the Minority Scholarship Reception at the Conoco-Phillips Alumni center, April 2007
 - Career Services sponsored the advertising for 2007 Miss Hispanic OSU Scholarship Pageant

Action Step Not Addressed Action Step Partially Achieved Action Step Successfully Achieved **Action Step Exceeded**
Explanation of rating:

- b) Projected Status of Goal by 2008:
- Organize and sponsor the Big XII Black Student Leadership Career Fair on the OSU Campus.
 - Continue to financially sponsor at least one minority student every semester to attend a state, regional, or national diversity-related conference or event
 - Career Services will work with the College of Education to sponsor an “I Wonder” fair which will target an event for middle school age children that

will specifically target minority children to attend the event and learn about Oklahoma State University

c) Projected Status of Goal by 2010:

- Continue to financially sponsor at least one minority student every semester to attend a state, regional, or national diversity-related conference or event
- Career Services will work with the College of Education to sponsor an “I Wonder” fair which will target an event for middle school age children that will specifically target minority children to attend the event and learn about Oklahoma State University

9. Campus Climate. Maintain open and equal access to all career services programs and services including job lists, resume referrals, job fairs, job search consultation, and career-related programming.

a) Current Status of Goal:

- Dropped CCN software program and moved all job postings to the centralized Hire System for easier, fair and open access to all job listings.
- Researching new software programs to replace the current E-Recruiting software in order to better serve underrepresented groups

Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Purchase and begin software migration to new software job development and listing program.
- Purchase and install at least one new premium service software program to better assist students with career/job consultation

c) Projected Status of Goal by 2010:

- Install new job listing software program, integrate all job listing and development programs, and train all staff in its use.
- Install new premium service career/job consultation software and train all central office and college consultant staff in its use.

10. Identify and train special population career consultants to work with students to encourage and assist with on- and off-campus student employment, leadership, and full-time career employment needs.

a) Current Status of Goal:

- Hired and trained one full-time special population career consultant to work with underrepresented groups

Action Step Not Addressed **Action Step Partially Achieved** Action Step Successfully Achieved Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Identify and hire two full-time minority and special population career consultants to work with underrepresented groups

c) Projected Status of Goal by 2010:

- Identify and hire three full-time minority and special population consultants to work with underrepresented groups.

11. Engage minority student groups and organizations by presenting career-related workshops during their regular scheduled meetings.

a) Current Status of Goal:

- Career Staff presented to the following groups in 2007:
 - Resumes and Interviewing Skills – African American Business Student Org.
 - General information Presentation – Chinese Group
 - Services Presentation – International Student Organization
 - Career Fair Preparation – General International Student Population

Action Step Not Addressed Action Step Partially Achieved **Action Step Successfully Achieved** Action Step Exceeded
Explanation of rating:

b) Projected Status of Goal by 2008:

- Career Services staff will present a minimum of two career-related workshops every semester to special population groups or organizations

c) Projected Status of Goal by 2010:

- Career Services staff will present a minimum of two career-related workshops every semester to special population groups or organizations