

Update Report to the Owens Community College Steering Committee:  
Findlay Campus: October 11, 2007  
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Process Management Group:  
Refinement, Standardization and Improved Administration of the Career Enhancement Programs at Owens Community College

Currently this process management group is awaiting the completion of the current hiring process for a Director of Career Services under the direction of Bill Ivoska and the Owens Human Resource department. This position will report directly to the Vice President of Student Services and is responsible for managing the operation of Career Services. The position will oversee the College's Job Placement services and Career education programs at both the Toledo & Findlay campuses. This person will collaborate with faculty regarding co-op sites. This individual will facilitate the integration of academic administration and faculty in career planning and employment programs. Partner with students and faculty in developing employment opportunities through co-ops, technical field experience, practicum, student worker employment, internship, shadowing experiences. The person chosen for this position will also establish and maintain an advisory committee (including regional employers, faculty, staff and students) to plan programs and establish practices.

The hiring of this position will address the following recommendations of this process management group and the group will be available to assist this individual in any way possible.

#### AQIP

##### Career Enhancement – Improvement Theory / Recommendations

1. Department standardization of Career Enhancement Opportunities forms – each School should have standardized forms.
  - Remove SS number from all forms going to off campus entities
  - Color code forms for each department for easy identification
2. Develop pamphlets to advertise the advantages of the Career Enhancement Opportunities at Owens Community College, one for employers and one for students.
3. Create a website for Co-op and Technical Field Experience employers and students. The website should include links to each department that require or offer Co-ops and/or Technical Field Experiences, all forms that students and employers would need to complete, listings of available positions, check list of prospective Co-op students, etc. See the flow chart provided.

4. Include the oversight of the Career Enhancement Opportunities program in the job description of the Placement Coordinator.
5. Create a committee to guide the activities of the program consisting of the Placement Coordinator, a representative for Human Resources and a representative from each of the academic areas that offer programs.
6. The committee should evaluate all programs annually through employer, student and faculty surveys to determine quality of opportunities as well as growth in numbers of participants, and external and internal opportunities.
7. The committee should consider membership in a professional organization that deals directly with Cooperative Education. Two recommended organizations are:
  - State organization – Ohio Cooperative Education Association – [www.ohioco-op.com](http://www.ohioco-op.com)
  - National organization – Cooperative Education and Internship Association (CEIA) – [www.ceiainc.org](http://www.ceiainc.org)
8. Change the policy for how Federal Work Study (FWS) funds are currently distributed.
  - Current policy – When a department hires a FWS eligible student, the department budget is charged for the student's wages regardless of whether the student has been awarded FWS funds. When the college is reimbursed for the FWS funds that were spent, those funds are put in the college general fund. As a result, there is no benefit to the department for hiring FWS eligible students.
  - Recommendation 1 – Designate certain student worker positions as FWS only positions. Only student who are FWS eligible would qualify to apply for these positions. The number of hours per week the student could work would be determined by the amount of FWS eligibility they have so their FWS funds would last for the duration of their employment.
  - Recommendation 2 – If a department chooses to hire FWS eligible students, the department budget would only be charged for 25% of the student's wages. This would encourage and reward departments for hiring FWS students. Students would be more likely to use their FWS, and less likely to decline FWS and take out loans, if they had a better chance getting an on campus position by being FWS eligible. Therefore reducing the student's loan debt.
  - Recommendation 3 – Co-op students who are FWS eligible would be allowed to use their FWS funds as part of their compensation. In the case of an on campus Co-op, the department would receive the same benefits as those provided for hiring a FWS student worker outlined in recommendation 2.

## Director of Career Services

**Reporting to the Vice President of Student Services, the Director of Career Services is responsible for managing the operation of Career Services. This position oversees the College's Job Placement Services and Career Education programs at both the Toledo and Findlay campuses.**

Responsibilities include the development of job opportunities for students, preparation of students for the job search process, collaboration with faculty regarding co-op sites, management of the career education lab, management of the campus student worker processes, management of the college Testing Center, maintaining budget; supervising staff; advising students on career related issues; facilitating workshops and classroom presentations; and, planning and initiating new types of service delivery based on changing student needs.

1. Develop student employment opportunities for certificate and associate degree graduates. Develop, cultivate, and maintain strong working relationships with the business, industry, health care, and service community and employers.
2. Facilitate the integration of academic administration and faculty in career planning and employment programs. Partner with students and faculty in developing employment opportunities through co-ops, technical field experience, practicums, student worker employment, internships, shadowing experiences, and informational interviews with working professionals.
3. Expand and promote usage of online job/position database and other on-line and automated resources for students.
4. Assist students with the job search process by planning, coordinating, and conducting workshops and other programs regarding employability skills training, resume writing, and mock interviews. Counsel and assist students on their preparation for employment
5. Establish and maintain and advisory committees (including regional employers, faculty, staff, and students) to plan programs and establish practices. Develop and maintain strong internal and external relationships with the college community in order to promote success of the department.
6. Provide career advising through scheduled appointments, group programs, courses, workshops, outreach opportunities, special events, and information technology. Supervise career development programs based on best practices and research in the field. Market the resources and activities of Career Services to the campus community.
7. Develop relationships with alumni in order to facilitate the use of alumni experience and expertise in employment programs.
8. Manage the college student worker process.
9. Oversee the college's Testing Center operations and staff.

10. Manage departmental budgets.

11. Provide strategic leadership and develop the expertise of the staff.

12. Other duties as assigned.

- - Masters Degree
  - Three years experience in Employment related field
- Evident of competence in strategic and operational management, staffing, staff development, supervision, budget management, program marketing and revenue generation.

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