

Shippensburg University Career Development Center

Mission Statement

Vision:

The CDC aspires to focus on creating an environment of student centeredness exhibiting professionalism, responsiveness, collaboration and cooperation in order for students to realize and achieve their professional potential.

Mission:

The CDC assists students and alumni in developing, evaluating and effectively implementing their career and professional plans through program initiatives; faculty, employer and alumni collaborations; and outreach on and off the University campus to employers, alumni and graduate/professional schools.

Goals:

- I. **Ensure student/alumnus awareness of CDC's initiatives and programming.**

Objectives:

- A. Promote upcoming career related service/ events to academic departments, students and university community.
- B. Offer variety of special programs to promote CDC services throughout the academic year.

- II. **Offer an extensive employer relations program in order to promote candidate to employer contacts for students and alumni.**

Objectives:

- A. Coordinate an on-campus recruitment program during the academic year.
- B. Participate in state and regional consortia to offer students and alumni opportunities for additional employment contacts.
- C. Collaborate with departments to offer Career/Job Fairs and other initiatives for students and alumni.
- D. Assist individuals with the preparation of career-related documentation to support graduate school/job search process.
- E. Ensure that employer information is available through the development/maintenance of a variety of accessible resources.

- III. **Provide career information and counseling through intentional career- related programming and initiatives for students, alumni, faculty and clubs.**

Objectives:

- A. Offer scheduled appointments and walk in hours for individual student career consultations.
- B. Provide various opportunities for participation in career- related programming/events to students and alumni.

- C. Collaborate with academic and nonacademic departments to offer career information and support.
 - D. Provide resources, support, and referrals necessary for students/alumni to complete a variety of career interest inventories.
- IV. Conduct continual outreach to campus constituents to promote/provide career-related services and information to the entire campus community.**
- A. Maintain career resources that offer printed material, computer/internet access, multi-media capability and student assistance.
 - B. Collaborate with student managed radio, newspaper and TV to promote CDC services.
 - C. Provide on campus recruiting and vacancy postings to student and alumni.
- V. Continually conduct appropriate assessment of student needs and services provided in order to intentionally program career-related services and opportunities.**
- A. Provide constant, accessible opportunity for general Career Development Center feedback from students, faculty, and staff.
 - B. Assess all existing and new initiatives for level of developmental appropriateness, student satisfaction, and learning outcomes.
 - C. Evaluate performance of all career development center employees/staff and communicate constructive feedback accordingly .
 - D. Review data from feedback and make updates/changes to programs/services as needed.