

MEMORANDUM

TO: Chair, Student Fee Advisory Committee (SFAC)

FROM: David B. Small 
Director
University Career Services

DATE: October 25, 2013

RE: FY2014 One-Time Allocation Request – CLASS Career Counselor

The College of Liberal Arts and Social Sciences is the largest college or school at the University of Houston and it is one that does not have a college-based career services department. UCS currently has one career counselor with the responsibility of serving nearly 10,000 undergraduate and 1200 graduate students enrolled in 31 schools, academic departments, and programs comprising CLASS. This counselor also serves the College of Education, the Graduate College of Social Work, and shares pre-law advising duties with another career counselor. UCS career counselors, among other duties, conduct one-to-one career counseling sessions with students, conduct workshops, assist in career fair planning, and coordinate outreach to constituent groups in the campus community.

This proposal calls for one-time FY2014 funding in the amount of \$13,114 to be matched by UCS generated monies for a total of \$26,228 to cover salary and benefits for a CLASS Career Counselor 1 position for the period March 1 through August 31, 2014. The UH Administrative Fee of six percent is factored into the above calculations.

The midpoint monthly salary for Career Counselor 1, Pay Grade 107, is \$3222 plus 28 percent for benefits: $\$4124 \times 12 \text{ months} = \$49,488$. Base funding is requested in a separate memorandum for this position for FY2015.

The justification for this position is based on national data showing the ratio of students to professional staff in institutions similar to the University of Houston as well as the unique career planning needs of liberal arts students. The creation of an additional Career Counselor 1 position will enable UCS to divide services between two professional staff members. The breakout of duties between the current counselor and the new counselor would be as follows:

CLASS Career Counselor A: Departments of Theater and Dance, Music, Arts Leadership, Air Force ROTC, Military Science, Naval ROTC, Communication, Modern and Classical Language, Communications Science and Disorders, Health and Human Performance. The College of Education and the Graduate School of Social Work.

CLASS Career Counselor B: Departments of History, English, Political Science, Creative Writing, Economics, Psychology, Philosophy, Sociology, African American Studies, Latin American Studies, Liberal Studies, Anthropology, American Cultures, Comparative Culture Studies, Hispanic Studies, Religious Studies, Center for Public History, Nursing Dual Program, Language and Culture Center, Women's Gender and Sexual Studies, and Pre-law.

According to the "2012-2013 Career Services Benchmark Survey for Colleges and Universities," conducted by the National Association of Colleges and Employers (NACE), with 917 institutions responding, the staffing level in career services departments in universities with "very high research activity" is 12.3 professional staff per 1735 students. At the University of Houston, that ratio is 10 professional staff per 3892 students.

Number of CLASS students served in career counseling sessions, August 1, 2012 to July 31, 2013: **1487** (30 percent of all counseling sessions for all students).

Current wait period for an appointment with the CLASS career counselor: **three weeks**

Number of CLASS students currently registered with UCS: **2385**

Number of CLASS students who currently have resumes uploaded to ResumeBank: **791**

Number of jobs posted through JOBank and JobScan for CLASS students, August 1, 2012 to July 31, 2013: **4832**

Career counseling for liberal arts students is often more of a challenge for career counselors because the student may, or may not, be doing things in the classroom that he/she will be doing in the workplace. The student may not have internalized the possible relationship between his/her academic program and a career path options. For these reasons, career counselors often spend more time with liberal arts students in helping them to understand their own strengths, weaknesses, skills, and values and how they relate to work-life decisions. Resources such as vocational assessments, internships, career mentoring, and job shadowing are often utilized with liberal arts students and these resources come with a considerable investment of time for the career counselor. The University of Houston is urged to enhance its career development resources for liberal arts students, including competitive and adequate staffing levels, if these students are to become better prepared to compete in today's and tomorrow's job markets.

University Career Services, which has not requested new funding from SFAC since 2008, appreciates the committee's consideration and urges the approval of this funding request.