

## Career Development

The Vermont Tech Career Development Center is a department within Student Affairs. The Career Development Center serves all Vermont Tech students on all campuses. The goal of the Career Development Center is to assist students from their arrival on campus or online, to their departure upon graduation. Career assistance is also available to alumni.

Some of the services offered by the Career Development Center are:

- Guidance for resumes and cover letters
- Interview preparation
- Career counseling
- Career Fairs
- Employer Partnerships
- On-Campus Interviews
- Lunch & Learn Presentations

One person on a 10-month contract staffs the Career Development Center. The main office is in Judd Hall on the Randolph Center campus. One day per week is spent on the Williston campus. Career help is available for extended campuses and the Career Development Center staff member occasionally visits extended campuses in person. The demand for Vermont Tech graduates has been strong, and any decrease in enrollment can lead to frustrated employers who cannot fill their hiring needs.

At Vermont Technical College, the Career Development Center seeks to exist as part of an integrated system by working closely with faculty members, employers and advisory boards in order to create internship opportunities and keep curriculum in line with needed skills. The office is aligned with the Vermont State College and institutional strategies and priorities in the following ways: there is obviously a career focus by nature of the department and the excellent job placement rate helps to attract students and serve the Vermont economy. Communication skills, both verbal and written, are stressed. With support from the Career Development Center staff, students are encouraged to take personal responsibility and individual initiative in their career choices and job search. The importance of community service and involvement in extracurricular activities are highlighted for both for personal development and as experiences that increase their attractiveness to potential employers.

Departmental goals for the next five years include:

- Two career fairs per academic year. (Year 1)
  - A newly added Fall Career Fair will be added to start students thinking about the job search process earlier in the academic year and to stimulate more internship and summer employment opportunities;
- Exploration and implementation of appropriate technologies for communicating with students (other than email) and especially for online and distant students and alumni. (Year 1-5)
  - Examples include virtual career fairs; 1:1 counseling via Skype or similar videoconferencing software; promotion of resources such as College Central Network, live or recorded webinars, in-person events; making connections between students and/or alumni in certain geographic areas.

- In context of college master planning process, consider creation of comprehensive Career Development Center in a prominent location visible to students, faculty, staff, potential students and families, and visiting employers. (Year 1)
- Consistent with national findings, determine a role/place for Career Development in the student's early experience with the college. This could include Orientation, Welcome Weekend, Residence Hall programming, or courses focused on freshmen students. (Years 2-4)