



Cornell University

Arts & Sciences Career Services

providing resources for career exploration

connecting students and alumni

supporting experiential learning

2008 – 2009 Annual Report



**Arts & Sciences Career Services
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Arts & Sciences Career Services Mission

Our function is to provide advice, counseling, and career resources. We expose liberal arts students to various career and employment options, and we provide them with the career development tools to pursue their career goals.

Staff

Christa B. Downey, Director (as of January 5, 2009)

Diane J. Miller, Assistant Director

Irene Komor, Career Counselor

Jennifer Perry, Administrative Assistant

2008 – 2009 Highlights

Providing resources for career exploration

- Student Appointments: 1400 total individual appointments were conducted with students
 - Fall: 521 appointments with 378 students
 - Spring: 879 appointments (**up 23.2% from Spring '08**) with 537 students
- Conducted 32 workshops: attendance totaling 622 A&S undergraduates and 237 others
- 2337 A&S students are registered on Cornell CareerNet
- Created a Facebook page with student blogs about FRESH program, finding a summer job, and related topics

Connecting students and alumni

- Connected 139 students with 5 alumni speakers
- CCNet Mentors – 27 students had 38 alumni mentor matches through CCNet
- 220 A&S students participated in CCS-coordinated alumni events and 119 participated in job shadowing programs hosted across the country
- Biology Career Conference – new initiative in collaboration with Biology Undergraduate Advising Office, connected 31 A&S students with 26 alumni

Supporting experiential learning

- **Stanley D. Metzger Grant for Public Service** – Provided funding for three A&S undergraduates to pursue career-related summer opportunities during the summer of 2009. Projects include research with USAID in Washington D.C., HIV/AIDS education in Tanzania, and health care in Honduras.
- **Hatfield Award** – In collaboration with the Program on Ethics and Public Life, supported 3 graduate students for the study of Ethics in Business.
- **Credit Internship Support** – Assisted 75 students by providing 90 letters of college endorsement to 78 different employers including the Supreme Court of the United States, the United Nations Environment Program, Sirius XM, W.W. Norton and Company, the Federal Reserve Bank of Philadelphia, CNBC, Howard Hughes Medical Institute, Merrill Lynch, Sony Music Entertainment, Office of the Governor (New York State), and IMAX Corporation.
- **CU in Hollywood Internship Program** – Supported this alumni coordinated internship program for university-wide participation of 25 students. Sixteen of these are A&S students and are gaining experience at companies such as DreamWorks, MTV, Pierce Law Group, Mosaic, and Liz Allen.

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2008 - 2009 Goals & Achievements

Goal: Continue to enhance programs and services by identifying student interests & providing targeted programs to meet the evolving career needs of A&S students.

Achievements:

- Summer Funding – Provided funding for three A&S undergraduates to pursue summer, unpaid career-related summer opportunities through the Metzger Grant
- Gap Year promotion – in collaboration with CCS and in conjunction with AmeriCorps week, promoted AmeriCorps and gap year programs through Facebook & bulletin boards
- Continued to offer targeted recruiting programs – Environmental Career Fair, Central New York Communications Consortium, New York Recruiting Consortium, and Career and Internship Connection
- Cornell in Hollywood – 16 A&S students have summer internships in Hollywood

Goal: Continue to utilize C3M for capturing student appointment & program attendance information and help students get acclimated to the new Cornell CareerNet service.

Achievements:

- Using data to improve service – implemented a new procedure of sending follow-up emails with each student who comes to an individual appointment or workshop
- Orientations to Recruiting – offered in September to communicate policies & tips regarding on-campus recruiting and Cornell CareerNet

Goal: Student Career Ambassadors (SCAs) will enhance office operations with resume critiquing and walk-in service and by providing office support.

Achievements:

- 428 resume and cover letter critiques conducted on a walk-in basis
- Facebook page with student blogs about FRESH program, finding a summer job, and related topics

Goal: Collaborate with academic departments to strengthen programming to meet student needs by major and career field interest.

Achievements:

- Biology Career Conference - new initiative in collaboration with Biology Undergraduate Advising Office, connected 31 A&S students with 26 alumni
- Special Programming for Biology majors in collaboration with the Biology Undergraduate Advising Office & CALS Career Development Office – Career Opportunities for Biology Majors, Resume Writing for Biology Majors, Summer Opportunities for Biology Majors
- Careers for Sociology Majors – new initiative in collaboration with Sociology department, served 13 A&S students plus 4 out of college students
- Careers for Chemistry Majors – in collaboration with Chemistry and Chemical Biology department, served 20 students, all A&S
- Careers for Physics Majors – in collaboration with Physics department, served 30 A&S students
- Careers for Area Studies Majors – new initiative for students with majors or minors in American Studies, Asian Studies, Africana Studies, FGSS, German Area Studies, NES, CAPS, Latino Studies, Latin American Studies, served 3 students
- Careers for CAPS Majors – new initiative in collaboration with CAPS, Senior workshop served 6 students, sophomore/junior workshop, served 20 students
- Jobs and Internships with a Government or History Major – in collaboration with the History and Government departments, served 11 students

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Goal: Continue to provide programs and services that meet the career development needs and goals of students in the college.

Achievements:

- Alumni connections – Hosted 5 alumni speakers, connecting them with over 70 A&S students plus 60 out of college students (in addition to the Biology Career Conference)
- Individual Appointments – 1400 total appointments
- Workshops – offered 32 workshops with attendance totaling 622 A&S undergraduates and 237 others
- Career Development Series – 3 sessions each, fall & spring, 28 total participants
- Providing Resources – maintain on-line and library resources for student exploration
- Internships – provided 90 letters, college endorsements and/or internship forms for 75 students pursuing credit bearing or unpaid internships at 78 different employers
- Students participated in career fairs and consortia recruiting programs across the country, details included in appendix

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Looking Forward

Vision

- A&S Career Services will be **integrated into the undergraduate student experience** in the College; students will receive personalized career counseling and advising as they progress through their undergraduate career exploration period.
- A&S CS staff will continue excellence in teaching **lifelong career exploration skills** and **engage students with hands-on opportunities** in order for them to better understand and contribute to humanity's natural, physical, social and cultural realms.
- We will be an outstanding example of a liberal arts career services office **reaching our constituents where they are**, serving as advisors, counselors, educators, expert consultants, and liaisons to students; **collaborating** with academic advising, Cornell Career Services, faculty and academic departments, and other campus offices.

2009 – 2010 Goals

1. Increase student users through strategic marketing. Increase number of students with individual contacts by 15% from Fall 2008 to Fall 2009.
2. Increase the number of alumni mentors and increase alumni-student connections from 38 matches to 50 matches over the next year. By 2014, we should have 100 student-alumni matches per year.
3. Begin to develop sustainable funding opportunities for students to participate in experiential education. Identify funding options for unpaid internships & service work.
4. Improve resource accessibility for students by updating the newsletters and web site as well as adding a searchable career library catalogue to the web.
5. Contribute to the sharing of knowledge in the fields of career services and student affairs.
6. Continue contributing to campus-wide initiatives to serve students.

Needs

Alumni and others wishing to support the career development of Arts and Sciences students are encouraged to talk with the Director about opportunities to mentor students or provide funding for experiential education.

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Appendix:

I. Core Services

A&S Students registered with Cornell CareerNet

Freshmen	305
Sophomores	521
Juniors	738
Seniors	773
Total	2337

Individual Contacts/Appointments

A&S Career Services staff had 521 total individual appointments with 378 unique students in the Fall. In the Spring, there were 879 total individual appointments with 537 unique students.

	Fall	Spring
Advising	314	425 (23.2% increase from '08)
<i>Assessment & Testing (subset of advising)</i>	33	37
Walk-ins	n/a	29
Mock Interview	7	16
Telephone Advising <i>*not fully tracked until Spring '09</i>	2	38
Email Advising <i>*not fully tracked until Spring '09</i>	n/a	130
Resume Review with SCA	198	230

Appointment & Resume Critique Statistics

Class Standing	Fall Total Contacts	Fall Unique Contacts	Spring Total Contacts	Spring Unique Contacts
Alumnus/a	8	7	16	12
Graduate Student	3	3	4	4
Fifth Year	7	2	4	3
Senior	248	176	245	148
Junior	96	75	190	123
Sophomore	96	71	227	125
Freshman	62	43	189	119
Prospective Student	0	0	1	1
Other Student	1	1	3	2
College				
AGRICULTURE & LIFE SCIENCES - AG	1	1	14	9
ARCHITECTURE, ART & PLANNING - AR	2	2	5	4
ARTS & SCIENCES - AS	505	363	823	496
ENGINEERING - EN	1	1	12	6
GRADUATE SCHOOL - GR	3	3	4	4
HOTEL - HO	1	1	3	2
HUMAN ECOLOGY - HE	0	0	4	3
INDUST & LABOR RELATIONS - IL	0	0	3	3
Unknown	8	7	11	10

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Ethnicity				
Am. Indian/Alaskan Native	1	1	1	1
Asian or Pacific Islander	69	44	135	75
Black	19	13	31	23
Hispanic	18	13	33	19
Multi-ethnic	4	3	16	10
White	320	229	441	270
Unknown	90	75	222	139
Gender				
F	325	232	525	304
M	195	145	347	227

Workshops & Events

32 workshops with attendance totaling 622 A&S undergraduates and 237 others

<u>Date</u>	<u>Title</u>	<u>Total Attendance</u>	<u>A&S Attendance</u>
9/5/2008	On-Campus Recruiting Orientation Session	27	22
9/17/2008	Physics Careers and Graduate School	30	30
9/24/2008	Chemistry Careers and Grad School	20	20
9/25/2008	Resumes that Work for All Career Interests	10	7
10/2/2008	Jobs and Internships with a Government or History Major	12	12
10/16/2008	Career Planning Crash Course: Self Assessment & Beyond	13	13
10/21/2008	Summer Jobs and Internship Search for A&S Students	58	58
10/23/2008	Career Planning Crash Course #2	12	12
10/24/2008	Munschauer Career Series: Jeremy Schaap '91	45	23
10/28/2008	NYRC Registration Orientation	17	12
10/30/2008	Career Planning Crash Course #3	9	9
11/4/2008	Plan B - Taking Time Off Between College and Grad School	71	34
11/5/2008	Effective Job Search Strategies	17	6
11/6/2008	Career and Internship Connection Orientation Session	44	44
11/19/2008	Considering Math Careers	18	17
1/22/2009	Summer Jobs and Internships for Arts & Sciences Students	85	83
1/26/2009	Effective Job Search Strategies for a Tight Market (A&S)	3	2
1/28/2009	CAPS Senior Workshop	6	6
1/29/2009	Resumes for All Career Interests	45	6
1/29/2009	What to Do with a CAPS Major	20	20
2/2/2009	Career Planning Workshop	19	19
2/5/2009	Careers for Sociology Majors	17	13
2/9/2009	Career Planning Workshop	15	15
2/10/2009	Careers for Area Studies Majors	3	3
2/16/2009	Career Planning Workshop	6	6
2/20/2009	Plan B: Taking A Year (or Two) Between College and Grad	63	28
3/9/2009	It's Not Too Late: Internship Search	38	30
3/10/2009	Careers in Communication with Anne Ju '01	6	6
3/24/2009	It's Not Too Late: Senior Job Search	45	24
3/26/2009	Munschauer Career Series: Timothy Punke '92	34	25
4/13/2009	Ithaca Area Job Search with Jessica McDonald '08	46	17
5/18/2009	Learn to Sell Your Strengths (Senior Week Programming)	5	0

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Additional Events

<u>Date</u>	<u>Event</u>	<u>Program Type</u>	<u>Total</u>	<u>A&S</u>
10/24/2008	Munschauer Career Series Dinner (Jeremy Schaap '91)	Alumni Session (limited)	15	10
3/26/2009	Munschauer Career Series Dinner (Timothy Punke '92)	Alumni Session (limited)	10	10
4/24/2009	Lunch with Tim Minton '79, NBC Investigative Reporter	Alumni Session (limited)	8	4
9/3/2008	Ice Cream Social	Drop-In Event	121	94
2/4/2009	Vanderbilt Accelerator Program-Summer Interviews	Hosted Interviews	6	2
1/28/2009	Humanity in Action Info Session	Info Session	11	6
2/3/2009	Vanderbilt Accelerator Program-Summer Info Session	Info Session	9	6

II. Alumni – Student Connections

As noted in the workshop and events list, five alumni spoke to students about their careers. Through the Munschauer Career Series, two of these alumni facilitated both a large group session and a dinner conversation with a smaller group of students. Additionally, the biology career conference brought 26 alumni to campus in collaboration with CALS Career Development Office and the Office of Undergraduate Biology.

CCNet Mentor Connections

	Students	Alumni Matches
Fall <i>*system opened to students in November</i>	8	10
Spring	20	28
Year (some students had both fall & spring matches)	27	38

Alumni Programs

	A&S Students	A&S Applicants	Alumni Sponsors (A&S)
Extern	135 (74% matched)	182	149 (7 new) of 145 matched (90%)
FRESH	85 (93% matched)	91	67 (8 new) of 94 matched (71%)
PCCW Networking Lunch	40	-	n/a
JR/SR Women's Events	79	-	n/a

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III. Recruiting: On-Campus Recruiting, Career Fairs, & Recruiting Consortia

<u>On-Campus Recruiting</u>	<u>A&S Students</u>	<u>Cornell Students</u>
Full-time		
Students Interviewing	229	934
Total Full-Time Interviews	675	2307
Intern		
Students Interviewing	113	455
Total Intern Interviews	251	945
Resumes Submitted (All Jobs)	6,519	995 (15.3% success rate)
Interviews Offered (All Jobs)	24,677	3,416 (13.8% success rate)

* **A&S students account for 29.9% of the undergraduate population as of October 2008.**
Additionally, 85 A&S students had 199 interviews in Engineering Co-op & Career Services.

<u>Career Fairs</u>	<u>A&S Student Participation</u>
General Interest Fair	502
Non-Profit & Government Fair	33
All Ivy Environmental Fair	14
Social Justice Fair	8
Graduate School Days	113
Law School Days	89

Career and Internship Connections

A&S again participated in these recruiting events coordinated by the University of Rochester.

<u>Location</u>	<u>Employers</u>	<u>A&S Students Registered</u>	<u>A&S Students Attended</u>	<u>Total A&S Interviews</u>
Chicago	48	19	3	5
Washington, D.C.	62	30	5	18
Boston	58	34	13	15
New York City	58	79	25	23
Los Angeles	33	12	6	10
Totals	259	174	52	71

New York Recruiting Consortium

The 24th annual New York Recruiting Consortium occurred in January for students from Connecticut College, Middlebury College, Trinity College, Tuft University, and Cornell University. Cornell seniors in the College of Arts & Sciences and the College of Human Ecology were eligible to participate. Sixteen employers from a variety of fields participated, a 36% decline as a result of the economic downturn. One financial services employer withdrew after accepting applications but prior to pre-selecting interviews.

	<u>A&S Students</u>	<u>Cornell Students</u>
Registered	58	76
Submitted Applications	131	161
Pre-Selected Interviews	28	38
Total Interviews	28	37

Central New York Communications Consortium

The Communication Consortium took place in Syracuse in April for students from Colgate University, Cornell University, Ithaca College, LeMoyne College, and Syracuse University. Twenty-four employers participated in the career fair, 43 positions were posted on eRecruiting, and 22 employers interviewed students after the career fair. Cornell students (31) had 56 of the 292 interviews (183 of the interviews went to students of the host school, Syracuse University).

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IV. Special Programs

Internship Program

Cornell in Hollywood

This is the third year for this alumni coordinated program. Nineteen total employers hired Cornell students this year.

	A&S Students	Cornell Students
Applicants	n/a	52
Total Accepted:	16	25
Entertainment Scholars	13	19
General Program	3	6

(1 additional A&S Jr. was offered a position and turned it down due to financial need)

Award Programs

Robert S. Hatfield Award for the Study of Ethics in Business

Administered through the Program for Ethics in Public Life and A&S Career Services.

	A&S Students	Cornell Students
Applicants	0	3
Awards	0	3

2008- 2009 Hatfield Recipients

Graduate Student	\$1,000	Travel to present labor research at Philosophy conference in England
Graduate Student	\$1,000	Research morality in the financial market
Graduate Student	\$900	Research cross-cultural differences in fairness perception
Total Awarded	\$2,900	

Stanley D. Metzger Grant for Public Service

First time award for A&S students only to participate in summer service opportunities. Made possible by a donor in honor of Stanley D. Metzger.

Applicants	7
Awards	3

2008- 2009 Metzger Recipients

Government and Asian Studies '10	\$2,380	Research with United States Agency for International Development's Afghanistan program
Government '11	\$2,950	HIV/AIDS education in Tanzania
Biology '11	\$760	Medical care & health needs assessment in Honduras
Total Awarded	\$6090	

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V. Outreach

- Kappa Alpha Theta, Iota Chapter – Diane served as Chapter Advisor for a 20th year
- Women's Opportunity Center Outreach Initiative – Christa co-presented on Job Searching in May, 10 community members attended
- New York State Cooperative & Internship Association (NYSCEEA) – Christa served as Secretary for a second year
- A&S Admissions Selection – Christa served as committee chair for New England (minus Massachusetts)
- National Career Development Association (NCDA) – Irene served as a mentor for new counseling practitioners for a third year
- Graduate Career Initiative – Diane served on a committee to improve career services to graduate students and co-presented a workshop on career development