



Student Affairs Fee Advisory Board

DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2024

Department should complete one form for each individual request

Department:

Texas A&M University Career Center

Program, Service or Operation Requested:

FTE Position – Associate Director – Agriculture and Life Science

General Description:

The Career Center provides centralized career services across campus. With the Path Forward, there are now three colleges on campus including Engineering, Arts and Sciences, and Agriculture and Life Sciences. The College of Agriculture and Life Sciences has more than 7,000 students at both the undergraduate and graduate level. To align Career Center staffing in this college with the two other colleges on campus, we propose the creation of the Associate Director for Agriculture and Life Sciences Career Services. The College of Engineering and the College of Arts and Sciences both have Associate Director positions, and this addition will create consistency in the new structure on campus. Like the existing positions, the Associate Director will provide vision and leadership in the delivery of career services to Agriculture and Life Sciences students with an emphasis on: 1) relationship management with three constituencies -- a) students and student organizations, b) employers, and c) administrators, faculty, and staff of the College; 2) development of employment opportunities, both full-time and internship/Cooperative Education; and 3) strategic initiatives in the delivery of services to the large and growing student body of the College.

Request Type:

- Full
- Increase
- One-Time
- Partial/Matching

Type of Funds Requested:

- UAF
- Other

General Questions

How does this address an important need and/or positively impact students?

The Associate Director will manage the current staff serving the College of Agriculture and Life Sciences, including two Career Coordinators and a Graduate Assistant. This position will provide strategic oversight and direction, will have increased interactions with recruiting organizations, and will interact more frequently with leadership within the college. The position will also serve as a key liaison to the college for the Career Center and will be charged with identifying aspirational and current recruiting organizations and be engaged in the process to form and strengthen these

relationships. Where these positions have been added to the other colleges and schools, engagement with the college has increased, including interactions with faculty, partnerships and collaborations with the development of campus recruiting opportunities, and increases in student engagement in the career development process.

What department/Division strategic plan item does this support?

This position will support the Career Center's strategic goal of increasing student engagement, strengthening collaborations with faculty and identifying aspirational companies and recruiting organizations, building relationships with new organizations while strengthening existing partnerships.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

Last year, the Career Center team had more than 1,500 individual advising contacts with Agriculture and Life Sciences students. In addition, nearly 160 events with over 12,000 attendees were available for Agriculture and Life Sciences students. With the addition of the Associate Director for Agriculture and Life Sciences, these numbers will increase.

What actions have you implemented or discontinued internally to address the identified need?

Current career development needs for Agriculture and Life Sciences students are being met through the existing team, which includes two Career Coordinators and a Graduate Assistant, with support for the entire Career Center staff, including our Employment Services team. However, to meet the growing needs with expanding enrollments; to create strategic partnerships and new initiatives, and to continue to effectively adapt to a changing economic climate and job market, this position is necessary.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

If funding is granted, the Associate Director will be evaluated based on the growth of programs, assessment of student engagement, new partnerships with faculty, staff and administrators within the college, and increased numbers of recruiting organizations seeking Agriculture and Life Sciences students at Texas A&M University.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

This is a full-time, salaried position and because of that, it must be funded through our operational budget.

Total Estimated Cost

Funding Description	Amount
Base Salary 60,000 annually/ estimated benefits 18,000 annually	\$78,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$78,000