



Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Budget Summary

To be completed annually by each department.

Please attach Funding Request Forms for each proposed increase.

Department:	Career Center		UAF Account #	237021
--------------------	---------------	--	---------------	--------

Department Budget History:

	FY2024	FY2025	FY2026	FY2027
Total Operating Budget	\$3,882,993	\$4,101,362	\$4,412,688	\$4,412,688
Total Current UAF Allocation	\$2,968,383	\$3,850,862	\$4,132,438	
UAF Increases Requested	\$78,000	\$179,720	\$421,500	\$175,000
UAF Increases Funded	\$78,000	\$149,720	\$79,500	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$644,719*	\$1,226,894	\$1,226,894 (Projected)	\$1,226,894 (Projected)

**We have shifted the methodology in preparing these forms. Previously, the total end-of-year reserve balances provided only included the operating accounts. Moving forward we will include the end-of-year balances across all accounts to better align with the information provided to Strategic Budget Council and the Board of Regents.*

Please provide a reserve spending plan if ending FY2025 reserves exceed University requirements.

As of August 31, 2025, the Career Center reserve balance exceeds University requirements. Of those balances, some funds are specifically reserved for mentoring programs, career fairs, and support for certain student groups, including engineering and health science students. A portion of the funding also comes from career fair revenue and partner donations. We plan to use the majority of these funds to offset a percentage of staff salaries in FY27. Student worker and graduate assistant wages are also paid from reserve funds as we are not able to fund those wages through our current UAF allocation.

UAF Increase Request History & FY2027 Summary:

Program, Service, or Operation Requested	Amount Requested	SAFAB Recommended? (Y/N)	University/VPSA Funded (Y/N)
FY2025			
Assistant Director	\$79,720	Y	Y
Chronus	\$65,000	Y	Y – One Time
Career Center Marketing/Branding Materials	\$5,000	Y	Y – One Time
Departmental Computer Replacement	\$30,000	N	N

FY2026			
Career Coordinator (3)	\$238,500	Y – partial (1)	Y – partial (\$79,500)
Graduate Assistant Funding	\$122,000	Y	N
Student Worker Funding	\$61,000	N	N
FY2027 Proposal Summary (Prioritized)			
Student Development Specialist II	\$80,000		
Administrative Coordinator II	\$70,000		
Supplemental Staff Retention Funds	\$25,000		

Additional Questions: (to assist the Board when informing the student body about stewardship of the University Advancement Fee)

If you received additional funding in the last 2 years, please describe or explain the success or shortcomings of those new resources.

FY25 Funding / Assistant Director – This position was filled in August 2024 by a highly qualified engineer with global, C-suite experience in the energy industry. His role with the Employer Services team has been very impactful. He has succeeded in growing the Career Center Partner Program and creating new employment opportunities and initiatives that support student employment, such as the Employer Trek.

Chronus – This funding helped to offset the \$150,000 annual license expense for the Chronus mentoring platform. The Chronus contract was renegotiated with a 40% savings and renewed for one year. It will not be renewed in September 2026.

Career Center Marketing & Branding Materials – New Career Center swag was purchased to raise awareness of the Career Center and our services. These items were extremely well received, and we will continue to evaluate and refresh promotional items.

Career Coordinator (Student Development Specialist II) – Funding for this position was approved for FY26 but the position has not been filled. The intention is for this SDS II to focus on supporting students with a desire to attend graduate school and/or those enrolled in TAMU Graduate & Professional School programs.

What do you see as your department's financial priorities in the next 3 – 5 years (FY2027-FY2031)?

RESPOND TO CAPACITY STUDY AND STUDENT EXPERIENCE STUDY RECOMMENDATIONS

These two studies identified the Career Center as one of four student support offices with significant capacity constraints. Concerns highlighted were our student-to-career advisor ratios, which are significantly higher than NACE (National Association of Colleges & Employers) recommend, and space constraints.

NACE baseline career advising staffing recommendations for large institutions is 1:2,000. Large research institutions such as University of Texas at Austin, Georgia Tech, University of Michigan, and Purdue University have staff-to-student ratios at or below the NACE baseline. Using Fall 2024 enrollment data and assuming no open Career Development Specialist/SDS II positions (we currently have multiple openings), career advising-to-student ratios are:

Undergraduate: 3,900:1

Graduate (Master & Professional School): 4,000:1

Graduate (Master only): 3,000:1

Professional School Advising: 2,900:1 (~30% of UG population)

SPACE CONSTRAINTS & CHALLENGES

Virtually any growth in Career Center staff will require additional office space. There are currently two available spaces in the 209 Koldus suite, which are earmarked for the SDS-II and Administrative Assistant II being requested for FY27. All satellite offices are at capacity, with the exception of the Zachry satellite location.

Currently, the Career Center has satellite locations with embedded staff in several academic buildings across campus. Unfortunately, our staff is regularly relocated due to changing needs in the college. This results in confusion for students seeking to meet with career advisors and, in some instances, inequity in facilities and service levels. The Capacity Study recommended a Career Center presence on West Campus similar to the main office in Koldus Building. A dedicated space would help address several pressing needs including increased interview room count, facility for employer recruiting/engagement activities, adequate and stable office space for staff.

CAREER READINESS INITIATIVES

The Career Center has begun a “career ecosystem” initiative focused on ensuring that all Texas A&M students graduate with essential career readiness skills. The aim is to make career readiness unavoidable by defining the competencies expected of graduates, creating programming and delivery methods to support those skills, creating “career champions” across campus, and measuring career readiness to guide continuous improvement.

To be successful, this initiative will require dedicated funding and institutional support. Career readiness is a clear differentiator among institutions, providing a demonstrable return on investment for students and families. The success of our graduates directly strengthens Texas A&M by influencing student recruitment, retention, post-graduation outcomes, alumni engagement, and fundraising.

	Total Financial Impact:
How many reclassifications did you have approved in FY2025? 2	\$10,500
How many equity adjustments did you have approved in FY2025? 0	\$0
How many one-time merit increases did you have approved in FY2025? 17	\$15,000
How many hiring adjustments did you have approved in FY2025? 10	\$18,940
What positions were approved to eliminate in FY2025? 0	\$0
What new positions did you create in FY2025? 1	\$80,000
P-206090 – Assistant Director, Career Services	