

SAFAB Use Only	
YES	NO



Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2026

Department should complete one form for each individual request

Department:

Career Center

Program, Service or Operation Requested:

Career Coordinator (3) - Create three career advising staff to work with students planning to attend graduate or professional school.

General Description:

Among the measures of student success is the ability to secure employment or gain admission to graduate or professional school upon graduation. For several years, three Career Center Graduate Assistants (GAs) have been responsible for advising students applying to graduate school and freshmen/sophomores preparing for professional school. I am requesting funding for three full-time staff members to take on the responsibility of advising this student population.

Investing in these roles will enhance the Career Center’s ability to meet growing student demand in this area and ensure that we continue to provide excellent service to support post-graduation success.

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?

I am requesting three new full-time staff positions to work with this student population. Unlike GAs, full-time staff bring professional experience, continuity, and a higher level of expertise. Timeliness of service is another consideration. Today, these students are often asked to schedule 3+ weeks into the future for a 1-hour appointment. Many simply choose not to make an appointment at all due to the lead time. Having three full-time staff in place of three GAs effectively doubles the staff-hours dedicated to serving this population.

Demand for these services is very apparent. During AY2023-24 the Career Center:

* Held over 6,116 UG advising appointments directly related to graduate school application or admission. This is an average of 680 per month!

* Hosted 127 workshops/events directly related to the graduate school application process reaching over 6,760 students.

* Developed and distributed content through targeted listservs that reached more than 11,800 students interested in attending professional school.

* Planned and executed three fairs specifically for undergraduate students interested in pursuing graduate/professional school education.

- Graduate & Professional School Fair
- Health Symposium
- Law School Fair

What department/Division strategic plan item does this support?

This requests directly supports the Career Center Mission Statement to “Promote career learning and development, empowering all Aggies to realize their potential...”

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

According to the 2024 NSC attendees, 32% of the incoming freshman class has plans to attend professional school post-graduation. During the Academic Year 2023-24, over 3,100 graduates reported that they would be continuing their education in graduate school.

In addition to these thousands of students enrolling in graduate school immediately after graduation, many are choosing to take a gap year. After the gap year, they re-engage with the Career Center for support on their application process. This translates into the staff supporting undergraduates who aspire to continue their education PLUS former students who return for assistance.

The Career Center must staff to support and meet the needs of these students in order to help them achieve their vision of success post-graduation.

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

We continue to use GAs and full-time staff to support students seeking to further their education. However, the level of service is not up to par and the demand for these services continues to increase. The current solution is simply not sustainable.

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

The Career Center will continue to measure engagement with students seeking graduate education. I fully expect the metrics to significantly increase with additional staff-hours dedicated to this work.

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

No.

Total Estimated Cost

Funding Description	Amount
Career Coordinator (\$79,500 x3)	238,500
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$238,500