

~~UW REGULATION 8-250  
Center for Advising and Career Services~~

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~~I. PURPOSE~~

~~To establish the administrative functions and career services offered by the University's Center for Advising and Career Services ("Center").~~

~~II. ADMINISTRATIVE FUNCTIONS~~

~~The Center shall:~~

- ~~A. Provide general information concerning the functions of the Center to students, faculty, staff, and administration;~~
- ~~B. Establish a relationship with each division, school, and department;~~
- ~~C. Establish a relationship with appropriate registered student organizations;~~
- ~~D. Assist in general orientation and instructional programs related to vocational and professional preparation and training;~~
- ~~E. Work with student services on campus to accommodate the needs of students;~~
- ~~F. Advise and provide resources to faculty members on matters which affect both educational and vocational outcomes;~~
- ~~G. Cooperate in academic and institutional research which has a bearing on career development and employment; and~~
- ~~H. Publish reports and data on various aspects of the Center's services and on the employment of students and graduates.~~

~~III. CAREER EMPLOYMENT SERVICES~~

~~The Center shall advise undergraduate students, graduate students, and alumni in search of career employment in business, industry, government, and higher education. The Center shall:~~

- ~~A. Apprise students and alumni of various career services resources;~~
- ~~B. Inform students and alumni of employers generally receptive to candidates with similar training and education;~~

- ~~C. Assist students and alumni in applying for jobs;~~
- ~~D. Maintain an online Career Resource Center with information regarding employers, career fields, qualifications, salary information, job market and employment outlook information and other appropriate resources;~~
- ~~E. Refer students and alumni to vacancies which match their needs and qualifications, or come closest to meeting their basic need for gainful employment; and~~
- ~~F. Schedule students and alumni for on-campus employment interviews.~~

#### ~~IV. CAREER DEVELOPMENT FUNCTIONS~~

~~The Center shall guide University students and alumni by providing each an opportunity to:~~

- ~~A. Understand individual needs, characteristics, values, interests, and capacities;~~
- ~~B. Appraise personal training and acquired skills;~~
- ~~C. Evaluate personal work experiences;~~
- ~~D. Relate individual ideas, expectations, and potentials to a wide range of employment opportunities;~~
- ~~E. Acquire knowledge of select vocations and techniques useful in seeking a job;~~
- ~~F. Further their formal education, as required;~~
- ~~G. Pursue part time, summer, or internship experiences; and~~
- ~~H. Seek entrance or advancement in a position or field most compatible with their personal and societal goals.~~

#### ~~V. COORDINATION FUNCTIONS~~

~~The Center shall actively develop and maintain working relationships with employers whose job requirements, conditions of employment, and location are likely to be of interest to students or alumni of the University. The Center shall:~~

- ~~A. Provide potential employers with general information on the services offered by the Center;~~

- ~~B. — Apprise such employers of the University's academic programs and of availability of individuals educated and trained in each discipline;~~
- ~~C. — Request the employer to inform the Center of current and anticipated vacancies and of special internships, and to supply full supporting information;~~
- ~~D. — Refer suitable candidates to suitable employers;~~
- ~~E. — Arrange for employers to conduct employment interviews and recruit on campus through University facilities;~~
- ~~F. — Arrange for employers to meet with appropriate faculty members to discuss experiences, problems, and matters of mutual concern relating to University applicants and graduates;~~
- ~~G. — Visit employers to observe operations, to review personnel needs, and to keep abreast of changes affecting the training, employment, and work of college-trained personnel;~~
- ~~H. — Participate in programs of professional associations composed of college placement and employer representatives; and~~
- ~~I. — Form or participate in such career services advisory groups or committees with employer representation.~~

**VI. — PROFESSIONAL FUNCTIONS**

— The Center shall:

- ~~A. — Cooperate with community services for job-seekers and employers;~~
- ~~B. — Participate in on- and off-campus activities which enhance the value of the Center to all constituencies;~~
- ~~C. — Adhere to the codes of ethical conduct subscribed to by members of the professional associations; and~~
- ~~D. — Evaluate each service periodically and redirect the program as required.~~

**VII. — ADMINISTRATION**

~~The Director of the Center for Career Services, through the Vice President for Student Affairs, is the Administrative Officer responsible for implementation of the policies and programs of the Center pursuant to this regulation.~~

~~The Director, or the Director's designee, is responsible for the arranging and coordinating of all position referrals, on-campus recruiting, and interviewing.~~

**~~Source:~~**

~~University Regulation 250; adopted 7/17/08 Board of Trustees meeting~~

~~Revisions adopted 11/16/12 Board of Trustees meeting~~

~~Revisions adopted 11/14/14 Board of Trustees meeting~~