**Unit Strategic Plan**

**2021-2023**

**Name of Program / Department:** One Stop Career Center

**Mission Statement:**

The purpose of the One-Stop Career Center is to provide career development resources and services to both college students and community residents, to provide job posting and matching services to employers, to implement programs and activities associated with state and federal workforce development legislation, and to be a community entry-point for youth and adults needing occupational preparation and skills.

**Summary of Access, Productivity and Effectiveness:**

The college and university career centers were created to give access to students in a central location for career exploration, finding part-time and full times jobs while in school, and finding that career focused employment when ready to graduate.

Jefferson State Community College maintains a partnership with the Alabama Department of Labor. This allows for a full-time ALDOL representative to be based at the Jefferson Campus, an AE instructor to be based at the ALDOL office in Alabaster, and office space for ALDOL use at the Shelby and Pell City Campuses. This is to provide “career development resources and services to both college students and community residents, to provide job posting and matching services to employers, to implement programs and activities associated with state and federal workforce development legislation, and to be a community entry-point for youth and adults needing occupational preparation and skills.”

**Collection Analysis:**

|  |  |  |
| --- | --- | --- |
| **Measures** | **2019-2020** | **2020-2021** |
| Total number of services | 4,929 | 4,412 |
| Number of students served | 319 | 129 |
| Employer Visits | 112 | 75 |
| WIOA Referrals | 19 | 162 |
| Special Pops | 75 | 82 |
| Hires | 21 | 90 |

**2019-2020 Accomplishments**

1. The Career Center continued its partnership with the State’s Department of Labor and an Employment Specialist with the State continues to be located on the Jefferson Campus to serve all job seekers.
2. The Career Center continues to have a designated telephone line for community use as requested by the State for clients use to make calls to employers.
3. Career Center Staff continued to work with College Departmental Coordinators and Instructors to be sure they are knowledgeable about the Career Center and availability of services to students and graduates.
4. The Career Center continued forming new partnerships with local companies that employ College students and graduates. This includes scheduling onsite and remote informational and hiring events.
5. The Career Center Coordinator worked with the Director of Career & Learning Services and AE Director to co-enroll BTW 50+ candidates into Adult Education for educational services.
6. The Career Center worked to increase its presence by revamping its web page on the College’s website and using social media (email, Full Measure, Facebook and twitter) to promote hiring events and career services.

**2020-2021 Accomplishments**

1. The Career Center continued working with The College’s IT Department to post available jobs on the Career Center’s website as well as a hyperlink to the Alabama Career Center System’s Joblink site. This allowed students and graduates to have access to available jobs within the College’s service area and within the State.
2. The Center continued the use of mass email services to students and graduates notifying them of the services and advantages of registering with Career & Job Resources Center.
3. The Career Center formed new partnerships with local companies that employ College students and graduates. This includes scheduling onsite employment informational and hiring events and Zoom events.
4. The Career Center added to its partnership with the ALDOL as a new full time ADOL representative came to the Jefferson Campus to assist with ADOL services, as well as WIOA referrals, and WIOA case management.
5. The Career Center Coordinator is now able to administer the Strong Interest Inventory remotely, as well as utilize free interest assessments through EMSICC.
6. The Career Center began to utilize Zoom and Microsoft Teams for live workshops and presentations.
7. The Career Center Coordinator was trained as a Ready to Work instructor to further engage individuals utilizing the Career Center.
8. The Career Center Coordinator begin work with Career Pathways students to connect them with both paid and unpaid work-based learning opportunities.

**Internal Conditions:**

**1. Technology**

The center has 12 computers, 2 fax machines, printer/scanner, and a telephone for clients’ use.

2. **Budget**

Institutional funds are provided to support the functions of the Career Center.  Funds are used primarily for salary and benefits.  Other expenditures include equipment and supplies.

3. **Staffing**

1. The program is staffed by one full-time employee and two part-time employees, as well as the full -time ALDOL representative.

4. **Resources**

A. Personnel

Personnel are the greatest resource of any department. Personnel development and growth is the priority of all operational plans.

B. Information / Technology

The second most important resource of the department is information and technology.

The center uses the latest technology available for the center. All computers at the Jefferson Campus site have current programs and clients use web based programs for assessments and career searches.

6. **Facilities**

The One Stop Career Center on the Jefferson Campus is located in LWH 216 on the Jefferson Campus. Currently the building is being updated to reflect a more modern and aesthetically pleasing Campus. The Career Center Coordinator has office space at the Shelby, Pell City, and Chilton Campuses.

7. **Equipment**

A dedicated computer lab is available at the Jefferson Campus. This lab has 12 computers, a networked printer, and fax machine.

**Considerations for Development of Unit Strategic Plans:**

1. **What can be done to improve the operation of the unit?**

The One Stop Career Center will continue to work with college representatives to improve the services provided by the Center. Expansion of services will be accomplished through developing a comprehensive online site that makes various resources available to students and community members at all locations.

2. **What are the desired Service Unit Outcomes for the unit?**

Jefferson State will promote access to career exploration and job resources to all students at the four locations served by the College.

3. **What equipment / resources are needed to accomplish the unit’s goals and objectives?**

Equipment and resources needed to accomplish the unit’s goals and objective relate to quality personnel, computers, and materials. The program will continue to seek adequate funding from institutional sources to cover these expenses.

**4. Are there any goals or objectives that were not completed from previous year that should be included in the new plan?**

The program’s goals from the previous year were met.

**Unit Goals 2021-2022**

**Goal 1:** Jefferson State will promote access to career exploration and job placement resources for students.

**Measurable Objective:** Students will utilize resources to explore career optionsandimprove theirjob readiness.

**Method of Assessment:** Number of students who utilize the One Stop Career Center for career assistance in person, via email, or via the Center’s website.

**Additional Funding Request:** None

**Goal 2:**  Jefferson State will promote achievement of employment for students and community members.

**Measurable Objective:** Students and community members will utilize online and print resources to apply for and achieve employment.

**Method of Assessment:** Number of students and community members who apply for and achieve employment.

**Additional Funding Request:** None

**Unit Goals 2022-2023**

**Goal 1:** Jefferson State will promote access to career exploration and job placement resources for students.

**Measurable Objective:** Students will utilize resources to explore career optionsandimprove theirjob readiness.

**Method of Assessment:** Number of students who utilize the One Stop Career Center for career assistance in person, via email, remotely, or via the Center’s website.

**Additional Funding Request:** None

**Goal 2:**  Jefferson State will promote achievement of employment for students and community members.

**Measurable Objective:** Students and community members will utilize online and print resources to apply for and achieve employment.

**Method of Assessment:** Number of students and community members who apply for and achieve employment. Number of individuals referred for enrollment into AE for skills training or skills upgrade.

**Additional Funding Request:** None