

Unit Operational Plan

Due March 22nd, 2024

2024-2025

Name of Unit: Career Center

Mission Statement (for the unit): The Career Center aims to provide career development resources and services to students and community, job postings and matching services to employers, 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.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Promote access to career exploration and job placement resources for students served on the College's four Campuses.	Provide career development services such as information, assessments, counseling, internships, job readiness seminars, job postings, and job searches.	II. D Increase and enhance support for adult learners.	FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals.
Promote achievement of employment for students and community members.	Establish partnerships with ALDOL and local employers, entities, and agencies for job placement, referrals, and to host virtual and/or in person career fairs.	II. D Increase and enhance support for adult learners.	FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals.
Implement programs and activities as outlined in state and federal workforce legislation.	Provide access to programs and activities on websites and in hard copy format and document number of students and community receiving services.	I.A.3 Increase work-based learning opportunities for students. II. D Increase and enhance support for adult learners.	FP 2.4 Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.

			FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals.
Coordinate activities associated with WIOA (Workforce Innovation and Opportunity Act).	Maintain record of WIOA referrals, WIOA approvals and eligibility documents, and WIOA graduates.	<p>II. D Increase and enhance support for adult learners.</p> <p>II. E Increase the number of awards and credentials earned by students.</p>	<p>FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals.</p> <p>FP 2.2 Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment.</p> <p>FP 2.4 Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.</p>

Unit Plan for the next year

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Promote access to career exploration and job placement resources for students served on the College’s four Campuses.	Collect data on the number of students and community that utilize the career center in person and electronically.	Continued college support for staffing and infrastructure.
Promote achievement of employment for students and community members.	Number of students, community, and employers attending career fairs. Use of data share agreement with ALDOL and conducting student surveys to verify student employment at three-month, six-month, nine- month, and 12-month intervals.	Continued college support for staffing and infrastructure.
Implement programs and activities as outlined in state and federal workforce legislation.	Update and maintain list of approved ETPL programs offered at Jeff State. Continue working with ALDOL partner to provide WIOA referrals. Submit any new programs for WIOA approval and programmatic reports for continuing WIOA programs to ALDOL no later than October 1 of each.	Continued funding for career center staff and infrastructure.
Coordinate activities associated with WIOA (Workforce Innovation and Opportunity Act).	Collect data on number of WIOA referrals provided by onsite ALDOL partner, number of active WIOA participants, number of prior years’ WIOA participants, number of WIOA stop outs, and number of graduated WIOA participants for reporting purposes for College and ALDOL.	Continued funding for career center staff and infrastructure.