

CAREER SERVICES CENTER FDS  
GRADUATING CLASS 2017



NOTRE DAME  
COLLEGE

## Executive Summary

During the 2016-2017 academic year, the career services department was in a major transition phase that lasted well into the beginning stages of the 2017-2018 academic year. During that time, the individuals tasked with the FDS report are now no longer with the college. The personal relationships that are now forged with the students and alumni did not exist then as many students were not even aware that a Career Services Department existed. This has since changed as the staff of the Career Services Department now works not only in their area of value, but has deep relationships with the majority of the student body that allows reporting of the 2018 graduating class and beyond a simple task.

The initial reporting of the 2017 graduating class was simply done during senior salute day and also by approximately one follow up email after graduation. The lead to low and inaccurate numbers as graduates simply did not care to respond or had no desire to remain in contact with the Career Services Department.

Since the transition that culminated mid-way through the 2017-2018 academic year a new process has been put into place. This process is a direct result of the new daily activities that the Career Services department partakes in as well as the extensive follow up and personal relationships that have now been forged. This includes, but not limited to the following methodology of reporting:

- Senior Salute Data Collection
- Multiple Follow up emails
- Multiple Follow Up Phone Calls
- Social Media Research (Facebook, Twitter, Snap Chat, Instagram, LinkedIn, etc)
- Internet Searches
- Personal Relationships with the graduates
- Feedback from relationship based employers
- Various other avenues

Finally, we have begun work on the FDS Report for the 2018 graduating class that will be completed and presented in March 2019. Preliminary numbers indicate a 90% response rate of graduates being gainfully employed in their field of study or attending graduate school

## About the Career Services Center

The Career Services Center began a transformation in April 2017. Beginning with the 2017-2018 academic year the CSC has broadened its vision to ensure that Notre Dame College Students and graduates are career-focused and well prepared once they fly the nest.

Beginning in the 2017-2018 academic year, the Career Services Center's focus is to prepare our students for optimal success during their tenure at Notre Dame College but also, as important, prepare them for life after college. The CSC focuses on the whole person and supports students through their career journey. The CSC exists to provide students with the tools to build a successful future. The CSC works towards this goal by offering a variety of services to help meet students' career and life goals. These services include:

- Assessment and computer-assisted guidance
- Career education outreach programming
- Career fairs in conjunction with consortiums or community partners
- Career Fairs for industry specific fields
- Career Symposiums for industry specific fields
- Specialized seminars and symposiums
- Career information and career planning resources
- Internships for academic credit & non-credit
- Job shadowing programs
- Individual career coaching by appointment
- Intake or drop-in advising/coaching
- Graduate school search and application preparation
- Job listings through Falcon Career Network, and various other resources
- Job material critiques (resume, cover letter, etc.)
- Professional seminars
- Social Media Guidance
- Career Closet, to allow students to access business clothing
- Advising graduates throughout their professional career development
- Other services currently in development

The CSC is staffed by three full-time employees, paraprofessional student staff members, work study students, and a part-time career coordinator.

## *Vision*

The Career Services Center provides an array of services to best equip students and alumni with the tools needed for lifelong career success and prepare them for personal, professional, and global responsibility.

## *Mission*

The mission of the Career Services Center is to coach and support individuals as they develop and clarify academic and career goals through high-quality preparation services, programming, and developmental opportunities.

## *Tag Line*

Student-Centered. Career-Focused. \*A potential name change to the department may be forthcoming due to an ongoing renaissance of the department for the 2018-2019 academic year. \*

## **Key Accomplishments & Events**

The Career Services Center begin a transformation in April 2017. Beginning with the 2017-2018 academic year the CSC has broadened its vision to ensure that Notre Dame College Students and graduates are career-focused and well prepared once they fly the nest.

The 2017-2018 academic year has been a year of growth and change for the Career Services Center.

A theme for the year was collaboration and curricular integration. CSC collaborated with faculty, staff, students, and alumni to provide high quality career readiness information and presentations. Career Services staff worked with all sections of First Year Seminar to start the conversation about major and career selection. CSC also collaborated with faculty to provide career readiness activities to students in their freshman year to their senior year. The Enterprise Development Center @ NDC and Career Services worked together to increase the number of on-campus internships with start-up enterprises. We have also began a partnership with the Finn Center to alert our online student body to all of the services that Career Services has to offer.

**As of this writing (October 2018) we have seen approximately 250 students by appointment since the beginning of the 2018-2019 academic year as well as having nearly 70 events scheduled that will benefit our student body and alumni.**

The Career Services Center obtained record breaking numbers regarding the number of students that met with a CSC Team Member. **Due to the fact that the CSC is now fully operational and role definition has been solidified, an aggressive marketing campaign will commence in the 2018-2019 academic year. We expect our numbers to once again soar to new levels.**

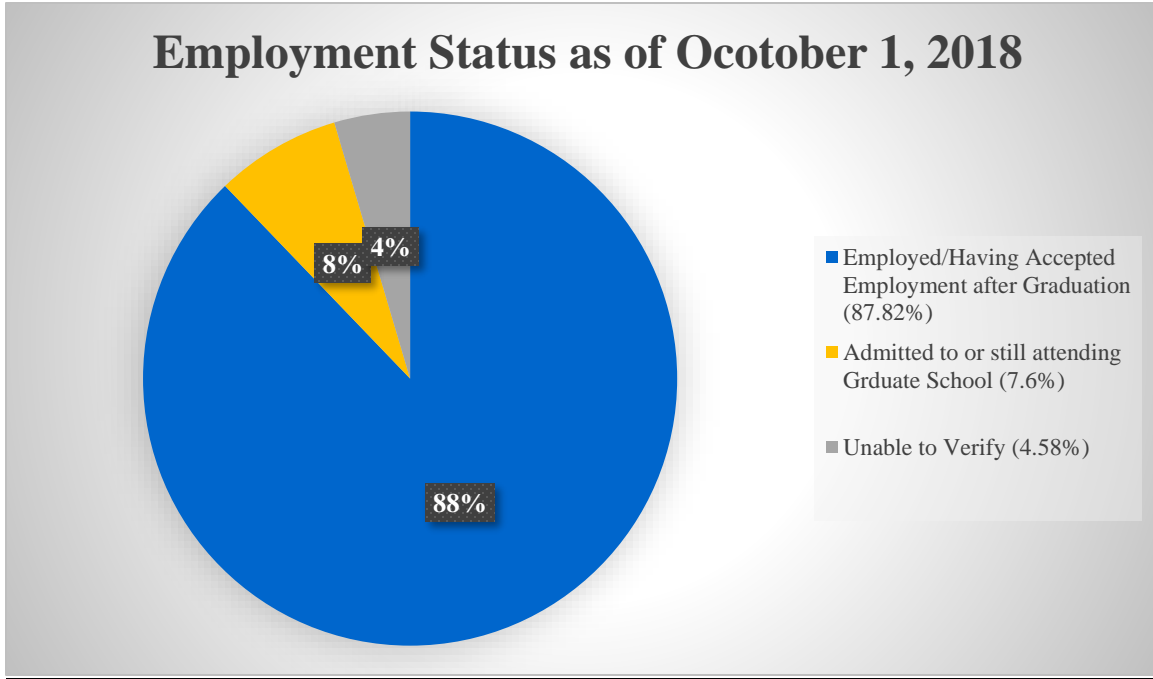
## Outlook & New Initiatives for the 2018-2019 Academic Year

- Career Peer Program - Undergraduate paraprofessional trained for resume critiques, cover letter review, interview preparation, and internship learning objective review
- Faculty and staff volunteering their time to assist with career readiness activities
- Coffee and Talk - Weekly walk-in hours with coffee to get faculty, staff, and students familiar with CSC
- Designated “walk-in” blocks of time will be determined by each CSC Team Member otherwise the CSC will move to an appointment only department due the volume of meeting requests.
- Feedback from faculty, staff, and students to obtain their views on how to best enhance the department
- Partnership with the Admissions Department & Athletic Department in that the CSC is a mandatory stop on a prospective student tour so that the prospective student and their parent or guardian can fully learn what we will offer their loved one should they choose Notre Dame College
- Career Development Week - Targeted programing related to career readiness
- Enhanced involvement in Welcome Week
- An outline given to all students explaining the offerings of the CSC and the CSC Department will breakdown (year by year) where a student should be as far as the utilization of CSC resources
- Student Leadership Conference - Collaboration with Student Engagement to develop leadership soft skills for the student population
- Specialized Symposiums in a variety of areas including: Etiquette, Networking, Q&A Sessions with business and community leaders that are industry specific
- Enhancement of the relationship between CSC and the student body
- Offering the use of the CSC offices for club meetings and student engagement activities
- A formation of a student task force that will assist in the marketing and development of the CSC
- A formation of an advisor board comprised of business leaders in N.E. Ohio
- Memberships into various local chambers of commerce
- Enhancement & Establishment of relationships with organizations both profit and nonprofit to better assist our student body in their development
- Enhanced involvement in Welcome Week and FYS
- Enhancement of the CSC’s relationship with the faculty and other departments at Notre Dame College
- Addition of a new staff member on a part time basis
- Aggressive fundraising campaign for funds earmarked for CSC equipment and development
- Enhanced social media presence on platforms such as: Facebook, Twitter, Instagram, etc....
- Enhanced marketing of the CSC to faculty, staff and most importantly the student body
- Enhanced relationship between the Department of Athletics and Career Services
- Enhancement of the Falcon Futures Investment Club
- Enhanced training for CSC Staff by having retreats and best practice seminars with industry leaders

- A MAJOR change for the 2018-2019 academic year is the enhancement of the internship program. The goal of the CSC Department is to change the protocol of the program to make it more efficient for the student, employer, faculty, and CSC.
- Discussions with the current CSC staff about role definition and potential “title” and “responsibility changes.

The overall outlook is quite positive for the CSC. During the past 12 months, there have been some deficiencies due to staffing needs. This issue has been resolved and positive change is on the forefront. This department will be viewed completely different by faculty, staff, and the student body during the 2018-2019 academic year. If one is requesting any statistical analysis, please contact the Career Services Director, George Phillips directly at [gphillips@ndc.edu](mailto:gphillips@ndc.edu) to place your request. Additionally, please contact George Phillips if you have any questions or would like to discuss any singular or multiple issues in more detail. Finally, this transformation will not be successful if CSC does not make a positive effort to reach out to all involved. Therefore, the CSC is welcoming any suggestions, complaints or compliments from any member of the faculty, staff, or student body.

**FIRST DESTINATION REPORT 2017**  
**(Fall 2018) – 16 months since Graduation**



Employed/Having Accepted Employment after Graduation	87.82%
Admitted to or still attending Graduate School	7.6%
Unable to Verify	4.58%

**\*Please note that the increase in employment may be a result of the following:**

*\*Nursing students having passed the NCLEX following summer of Graduation*

*\*Students having more time to devote to employment search*

*\*Some having completed their Graduate School search*

*\*Our ability to research employment through LINKEDIN, etc.*

## EMPLOYERS REPORTED:

### MEDICAL:

Cleveland Clinic (28)  
University Hospitals (8)  
Aria Jefferson Health  
Washington State Soldiers Home  
Hillcrest Hospital  
Cleveland Clinic Main Campus Emergency Room  
Ashland Salvation Army Kroc Center  
Oberlin College  
Metro Health Medical Center (4)  
Nationwide Children's Hospital  
United Health Group  
Cincinnati Children's Hospital  
Windsor Workcare  
Nationwide Children's Hospital  
Lakewood Hospital  
South West General  
Select Specialty  
Firelands

### EDUCATION:

Wickliffe City Schools (3)  
South Euclid/Lyndhurst Schools  
Breakthrough Charter Schools (2)  
St. Jude School  
Positive Education Program  
I Can Schools  
Fuch Mizrahi School  
Positive Education Program  
Horizon Child Development Center  
Play Day Care  
Anthony Wayne Schools  
Alfred State  
Camp Gran Israel  
Wake Forest University  
Global Village Academy  
Canton City Schools  
NATL Academy  
Cleveland Metropolitan Schools (5)  
Madison Plains  
Shaker Hts. Schools  
St. Francis  
Willoughby-Eastlake  
Positive Education  
East Cleveland Schools (2)

Hebrew Academy  
St. James  
St. Bartholomew  
Wake Forest University  
National Digital Academy  
Monarch Center for Autism  
St. Mary's Chardon  
Hamilton Schools  
Struthers Schools

### OTHERS:

KRMC  
T-Mobile  
Union Home Mortgage  
PNC Bank  
Capital Grille  
Mike Jacobs  
Ashcroft & Oak Jewelers  
Waterway  
Beechmont Country Club  
Sherwin Williams  
Toys-R-Us  
Pizza Wheel  
Red Lobster  
Cleveland Hopkins Airport  
Classic Auto Group  
Evan Garner  
Geauga Park District  
Media Marketing  
Bellefaire JCB  
Harris Teeter  
Griffith Insurance Group  
The Cheer Center  
Park Place Technologies  
National Football League  
Lake County Sheriff's Office  
HRD Advanced Test Labs  
Nottingham Sprinkler  
Alloy Bellows  
James Avery  
EMPLOYERS (Continued)  
Quicken Loans  
Chase Properties  
Cleveland Food Bank  
Veritiv Corps.  
Consolidated Precision Products



Cleveland Furniture Bank  
Hawkins and Associates  
Northwest Mutual  
Disney  
Blue Technologies  
Exodus Integrity  
Levin Furniture  
Harley Davidson  
Famous Supply  
Gabriel Partners  
Consolidated Precision  
Medallion Financial Distributors  
Bush Consolidating Group  
DHL Thailand  
City of Beachwood  
Lakeside Events  
Equinox Solon  
La Gazzetta Italiana  
BRIC  
Kenan Advantage Group  
Ameri-Corps  
Nationwide Insurance  
Honda Mfg.  
PNC

## **EMPLOYMENT POSITIONS REPORTED:**

Registered Nurse (32)  
Intervention Specialist (8)  
Charge Nurse  
Kindergarten Teacher  
Dean of Student Services  
Retail Assistant Manager  
Coordinator of Nursing Clinical Practice and Staff Development and Infection Prevention      Performance Improvement Nurse  
Office Coordinator  
Loan Officer  
Education Coordinator  
Branch Sales and Service Representative  
Early Childhood Floater  
Host  
Assistant Football Coach (2)  
Sales Associate (8)  
Para Professional  
Controller Assistant  
Driver  
Porter  
Associate Executive Director  
Head Preschool Teacher  
Coordinator  
Seasonal Operations  
Consultant  
Kitchen Manager  
Server  
Account Representative  
Autism Youth Counselor  
Marketer (2)  
Advancement Coordinator  
Candidate Recruiter  
Detention Officer  
Wrestling Coach  
Behavior Tech  
Fiscal Consultant  
Legislative Aid  
International Basketball Player  
Assistant Soccer Coordinator  
Private Tutor  
Professional Baseball Player  
Probation Officer  
Associate Network Engineer  
Strength and Conditioning Coach  
Offensive Quality Control Coach

Teacher (21)  
Customer Service (3)  
Manager (2)  
Facility Manager  
Administrative Assistant  
Warehouse Coordinator  
Accounts Receivable  
Digital Media  
Track trainer  
Accountant  
Financial Representative  
Compliance  
Human Resources (2)  
Production Expediter  
Internship  
Controller  
Assistant Principal  
Service Department  
Therapy Assistant  
Campaign Manager  
Receptionist  
Writer  
Administration  
Hose Master  
Producer  
I.T. Analyst (2)  
Coach  
Claims  
Small Business Associate  
Field Service Technician