

KNOWLEDGE AT WORK

Celebrating Faculty
Career Ambassadors



UNIVERSITY OF
BALTIMORE

Career and Internship
Center

FACULTY RESOURCES

Career Services Online

The Career and Internship Center offers a variety of online tools for students to explore their career options and fine tune their employability skills. You can encourage students to utilize these free resources or contact the Career Center to incorporate them into your course outline.

Sample Faculty Reference Letter

Do students ask you to write reference letter for their job search or graduate school applications? Use this sample letter developed by the National Association of Colleges and Employers to help you develop effective reference letters.



Internships

Are students asking for your opinion of an unpaid internship opportunity? Share the Department of Labor's Fact Sheet on internships programs with students seeking experiential opportunities and encourage them to utilize UBworks to find opportunities.



Prescreening Candidates for Employers

Has an employer asked you to refer students for a current job or internship vacancy? Be sure to read the National Associations for Colleges and Employers legal guidelines regarding faculty prescreening and the role of career services in screening candidates.



Feel free to direct employer contacts to UBworks, where they can create a free account to market their internship and career opportunities to UBalt students

Career Outcomes

Stay up-to-date on the career outcomes of UBalt students by viewing Destination Survey data. Contact Lakeisha Mathews, Ed.D, Director of the Career & Internship Center, for data at lmathews@ubalt.edu.

CAMPUS RESOURCES

Career Closet

The UBalt Career Closet is a donation-based resource that provides students with clothing and accessories necessary to project a professional image – at no cost to the student. Students are able to get a free professional outfit that suits the needs of their professional endeavors. Learn more or donate at: ubalt.edu/campus-life/career-center/career-closet.cfm

Classroom Presentations

You can contact the Career Career at careercenter@ubalt.edu for assistance with developing assignments and grading rubrics. Examples include writing resumes and cover letters, conducting informational interviews, identifying career paths associated with particular academic degree programs, and more.



CAREER AND INTERNSHIP CENTER

UBalt Student Center Room 306
410.837.5440 | careercenter@ubalt.edu | ubalt.edu/careercenter



KNOWLEDGE AT WORK

Vol. 2, No. 2, Fall '24

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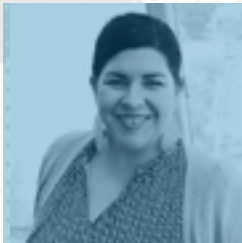
Career and Internship
Center



From Director Lakeisha Mathews

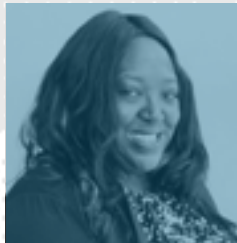
All Hands on Deck! That is career philosophy adopted by the UBalt Career and Internship Center (CIC). As career practitioners we believe that career development takes place inside and outside of the classroom. Students need to have career conversations with both their faculty members, and career coach to make career related decisions and to achieve their goals. Together, we are a team, helping UBalt live out its mission to provide a “career-focused education for aspiring and current professionals”. Congratulations to the faculty recognized this year as Career Champions who serve as ambassadors for career development and partner with the CIC to bring career services into the classroom.

OUR STAFF



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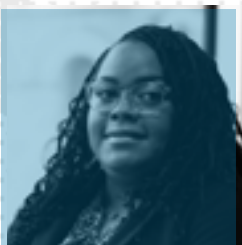
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End of Semester Report

Spring 2024

The following report details findings from the Executive Summary for the Spring 2024 End of Semester Career and Internship Center Report.

Career Coaching

856 career coaching sessions took place.

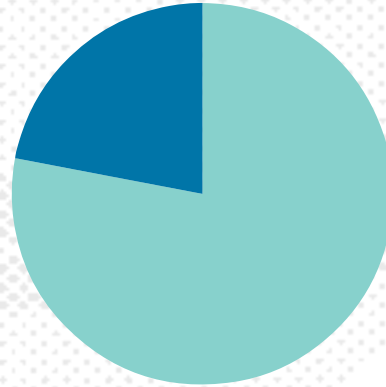
3 classroom presentations were provided to **43** students in collaboration with faculty.

523 requests for coaching sessions to develop resumes and/or cover letters.

45 students utilized the resume tools in UBworks.

First Destination Data

Employment Outcomes



88% of graduates from the undergraduate class of Fall 2023 were employed (while studying at UBalt).

Technology and Social Media

1,685 student and alumni user accounts were activated in UBworks.

CIC Social Media accounts showed a **3.9%** increase in following from the previous Spring.

Classroom Integration

The CIC's resume resources and a resume workshop were integrated into **7** sections of WRIT 300.

Employer Relations

• **204** new employer profiles were activated in UBworks.

• **2** Virtual On-Campus Recruitment events took place.

• **19** employers engaged with UBalt students at the spring career fair.

7,999 positions were posted to UBworks including:

• **3,735** job postings

• **4,261** internship postings

• **3** Graduate Assistant positions.

Highlights

53 new students joined the National Society of Leadership And Success.

25 Gallup Strengths assessments utilized.



FACULTY HIGHLIGHTS

CAS Presents Dr. Rachael Zeleny



Dr. Zeleny is an Associate Professor of English and Integrated Arts. She is also the Writing Program Director. Her research centers around gamification of the classroom, visual rhetoric, and interdisciplinary methods for examining the novel. She focuses on experiential learning and community engagement. Students have made escape rooms for public libraries and historic buildings. Her work has been featured in WYPR and other news outlets.

What type of advice do you give your students about careers?

My advice to students is to search for organizations that are doing things that align with their own personal values and goals. ie if they are interested in art, contact museums and see who had internships available. If they are passionate about politics and race, look into the Black Arts district and see if they need someone to work on communications for their programs. I also encourage them to look closely at the employee handbook if available online, the company's mission statement, who the company donates too, the diversity profile of who holds the leadership positions etc. I think a lot of our students are motivated by issues of social justice so working somewhere that aligns with who they are is important. I always tell them that they absolutely may not go into an interview without letting me look at their job materials and letting me help them with their answers.

How do you use the CIC's resources to help students?

I think that the CIC is really helpful in steering them towards the types of templates and "look" that is required for materials. I've really appreciated Lakeisha's talk with my students about how to navigate the workplace when there is a class gap. She gives really tangible advice for how to participate in organizational culture without going broke. I'm looking forward to hearing more about the WRIT 300 video interviews and making this a better alliance in the future.

Describe your career conversations with students.

My career conversations revolve around the concept of social currency. I try to steer students towards the people and the conversations that will provide springboards to their next step. In Allyship in the Workplace, we talk a LOT about workplace culture and finding a good fit. We also talk about the importance of really knowing who you are and what makes you a good colleague before entering this arena.

CPA Presents Dr. Joseph Adler



Joseph Adler is a seasoned professional in public administration and human resources, currently serving as the lecturer and director of the M.P.A. program at The University of Baltimore since August 2020. He previously held leadership roles as Chief Labor Negotiator for Prince George's County, Maryland, and Director of Human Resources in Montgomery County, where he led significant initiatives.

Adler has worked in various personnel and labor relations roles across government and the private sector, receiving accolades such as Human Resource Executive of the Year. He serves on the boards of the American Red Cross and the National Public Employer Labor Relations Association and is a Fellow of the National Academy of Public Administration. He holds a Doctor of Public Administration from the University of Baltimore, a Master of Public Affairs from Princeton University, and a Bachelor of Arts from The City College of New York, contributing to the fields of labor relations and public administration through his research and publications.

What type of advice do you give your students about careers?

This question comes up in my PUAD 621 course – Human Resources Management in Public and Nonprofit Organizations. My advice is based on having served as an HR leader in state and local governments, prior to teaching at UBalt. On the macro-level the advice is to find your passion and seek to work in an organization where you can pursue it. So, don't just look at the salary or benefits, (they are important, but should not be your primary focus), look instead at the outcome of your work efforts. Pursuing a career is a long term prospect, there will be ups and downs and believing in the mission of your organization can help navigate through the rough patches. Scholars of public administration/human resources have found that a sizeable number (but not all) of folks who work in government or a nonprofit organization are motivated by the ability to provide needed services to the community. On the more meso and micro level my suggestion is to learn about the culture of the organization you want to work for. They may be doing great things, but the culture may not be a good fit, or worse—they talk the talk, but do not walk the walk. You do not want to find out the hard way.

Once you find the ideal organization—do not sell yourself short. If you meet or exceed their requirements try to determine if there is flexibility in starting salary and work-life balance. Your bargaining power is maximized at this stage, Once you are on-boarded it becomes more difficult to extract additional concessions.

How do you use the CIC's resources to help students?

I like CIC's holistic approach to helping students. The Graduate Career Cycle Workbook is especially useful for MPA students seeking to explore broader opportunities Through its Career Cycle Phases students have a road map of what it takes to increase their human capital and be competitive in the labor market. On a broader level the National Association of Colleges and Employers, (NACE) listed competencies provides a verified list of seven competencies employers look for, and what students need to do to master them. Through the Career Closet, the Center is able to address the Dress for Success concept by providing professional attire for student job interviews.

Describe your career conversations with students.



FACULTY HIGHLIGHTS

In addition to the response above, student conversations take place before, during and after class (PUAD 621), given the synergy between the course topics and their own experiences. Most UBalt students, especially at the graduate level tend to be somewhat older and are part of the region's workforce. So whether the course topic is on employment discrimination, free speech issues, disciplinary process, performance evaluations, etc., chances are that someone in the class has first hand experience—both positive and negative. It is a segue to a conversation about the role of HR and how they should try to find out if their current or future organization is an employer of choice.



MSB Presents

Kathea J. Smith



Kathea J. Smith is the assistant dean for enrollment, academic affairs, and student services at the University of Baltimore's Merrick School of Business. She leads a team that supports a diverse student body, including transfer, nontraditional, active military, and veteran students. With 20 years of experience in the Baltimore and Washington, D.C. regions, Kathea has worked in various educational settings and focuses on developing recruiting and retention strategies. Outside of her role, she enjoys family time and performing as a vocalist at her church and events. Kathea holds a bachelor's degree in Human Services from Stevenson University and a master's in Counselor Education from McDaniel College. She is currently pursuing her Ed.D. in Higher Education Leadership at Frostburg State University and teaches at the University of Baltimore.

My personal philosophy: I am the guardian and guide on the student's road to a degree; I will do all that I can to make the road straight and remove the barriers. I want to help education become a life-long pursuit. Students come first.

What type of advice do you give your students about careers?

I try to help students think broadly about careers. Sometimes students get stuck in thinking that they should only look at certain employers for their role. You need to think big! Every kind of business needs accountants and financial analysts, not just accounting firms or brokerages. Every business has something to do with marketing. It's part of doing business. So, I try to help them think outside the box. A great example is a finance student who did an internship (and then got their first job post graduation) with Medicaid. I remind them that universities need every single specialization that we offer in the business school. Plus, working in higher education has great benefits.

How do you use the CIC's resources to help students?

I think the CIC is underutilized by our students. The wealth of job and internship opportunities available on UBWorks is huge. You don't need to go beyond that to find something that might work for you. But there is so much beyond that! The career counselors provide one on one support and resources. There is no need to go into an interview cold when you can practice with your career counselor. There is no reason to submit a resume that is shaky when your counselor can help you tailor and improve it. The CIC team are experts in what they do.

Describe your career conversations with students.

Along with thinking broadly, I encourage students to never underestimate the power of networking. I share how networking has lead me to all my most loved roles, even here at UBalt. It's not just your faculty but your classmates will be your network too. You can find UBalt students all over the world, so never discount the relationships you are building now. I also encourage my students to never sell themselves short. You need to be proud of your accomplishments. Don't knock your work experience because it always teaches you something that you can take into your next role. My biggest piece of advice is you should always be running toward a new job, not just running away from a bad one. That's a quick way to end up in a role that is only an escape and not an opportunity. That kind of mindset can lead you to have rose colored glasses and it's important to be eyes wide open when job hunting.

PRESENTATIONS

The Career and Internship Center has worked with faculty to craft course content for students surrounding important career skills in the following courses:

| | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|
| WRIT 300 | IDIS 101 | INFO 110 | MGMT 330 | AITC 351 | ACCT 202 | CMAT 201 | APPL 623 |
| GAME 260 | CNCM 504 | CMAT 485 | HIST 315 | CNCM 513 | HSER 470 | PSYC 490 | GAME 469 |
| CMAT 201 | CMAT 303 | GAHS 600 | HIST 295 | PUAD 620 | PUAD 623 | ECON 312 | ENGL 498 |
| | | | GAME 470 | PPIA 497 | | | |

CURRICULUM INTEGRATION**WRIT 300**

"Working with the CIC has been a delight, and a tremendous benefit to the WRIT 300 curriculum. Not only has the collaboration been supportive and productive, but the advantages for our students have also been notable: students experience enhanced connection to our university community and resources, feel they have greater support as emerging professionals, and enjoy increased confidence in their abilities to represent themselves and their experiences as assets."

—Susan Beam

Adjunct Faculty, Undergraduate English Department

IDIS 101

"I am currently teaching IDIS 101: First Year Seminar and I appreciate the work of our Career Center. I was able to incorporate assessments from your office that has really helped my students feel more confident in their major selections and overall satisfaction with their anticipated career goals. The Career Center aims to bridge the gap between classroom learning and real-world career preparations. I always look forward to events that are hosted by the Career Center. Knowing my students will always have a place to receive career guidance and networking opportunities just warms my heart."

—Helen Farrar

Senior Graduate Admissions Counselor, College of Public Affairs

The strengths map to the right details the last 2 years of Strengths among the IDIS 101 classes.

adaptability learner intuition analytical
harmony learner intuition competition
activator individualization futuristic
positivity deliberative input communication
empathy relator discipline responsibility
belief strategic context consistency
achiever restorative connectedness
developper focus includer