

March 20th, 2025

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Meeting notes:

- **Career Development Services:** Sarah and Tricia Sherrard discussed the various services offered by the career development team, including one-on-one appointments, workshops, and support for alumni. They emphasized the importance of career readiness and the integration of NASE competencies into syllabi.
 - **Services Offered:** Tricia Sherrard explained that the career development team offers one-on-one appointments for job search strategies, internships, resume and cover letter reviews, LinkedIn, and mock interviews. They also help students understand how their skills, interests, and values align with a career.
 - **Workshops:** Tricia mentioned that the team provides workshops on leadership and other topics, which can be customized for classes or student employees. These workshops are available for both students and alumni.
 - **Alumni Support:** Tricia highlighted that the career development services are also available to alumni, encouraging them to seek help with their application materials.
 - **Statewide Services:** Tricia noted that career development coordinators are available on the North Valley and Yuma campuses, and students from these campuses can access services virtually or in person.
 - **NASE Competencies:** Sarah emphasized the integration of NASE competencies into syllabi to help students understand how their classes contribute to career readiness from day one.
- **AI Workshops:** Sarah and Tricia mentioned the development of workshops related to using generative AI as a career development tool, with a focus on creating and refining resumes.
 - **AI Integration:** Tricia mentioned that they are working with John Garton to develop workshops on using generative AI for career development, specifically for creating and refining resumes.
 - **Upcoming Workshop:** Tricia announced that a workshop on using generative AI to create and refine resumes will be rolled out within the next week.
- **Student Employment:** Angie Elgin highlighted the importance of student employment and the role of staff in supporting student employees. She mentioned the various training resources available for supervisors and the collaboration with HR.
 - **Student Employment Roles:** Angie Elgin mentioned that there are almost 5000 part-time student employee positions across all NAU campuses, with over 3000 students currently employed.

- **Supervisor Training:** Angie emphasized the importance of supervisor training for those who manage student employees, offering resources and connecting them with other staff across campus.
- **HR Collaboration:** Angie highlighted the close partnership with HR to support the classification, compensation process, hiring, onboarding, and performance appraisals for student employees.
- **Career Readiness:** Angie noted that career development and readiness apply to all students, whether they are student employees or not, and the work done by staff impacts all students.
- **Internships:** Sarah and the team discussed internship opportunities, including those available on Handshake and through career fairs. They also mentioned specific internship programs like the Washington Center and the Arizona legislative internship.
 - **Handshake Platform:** Sarah mentioned that internships can be found on Handshake, although sometimes they are listed as full-time jobs, requiring users to dig through the listings.
 - **Career Fairs:** Sarah noted that career fairs support internships and companies offering them, providing opportunities for students to connect with potential employers.
 - **Specific Programs:** Sarah highlighted specific internship programs, including the Washington Center, which offers internships in Washington, DC, and the Arizona legislative internship in Phoenix, both open to all majors.
 - **Internship Guidance:** Sarah mentioned that Tyler Lawhead, the internship coordinator, is available to help with anything related to internships, although he was not present at the meeting.
- **Career Fairs:** Sarah and the team provided information about the various career fairs held throughout the year, including part-time, full-time, and regional fairs. They emphasized the importance of these events for students to find job and internship opportunities.
 - **Types of Fairs:** Sarah mentioned that there are six career fairs held annually, including part-time fairs, full-time fairs, and potential fairs in Yuma and North Valley.
 - **Volunteer Opportunities:** Sarah emphasized the need for volunteers to help run the fairs, noting that volunteers receive free lunch and can get their headshots done for free at the big fairs.
 - **Resource Tables:** Sarah mentioned that staff can set up resource tables at the fairs to offer information to students and promote their departments.
 - **Comprehensive Opportunities:** Sarah highlighted that the fairs provide a one-stop shop for students to find career, part-time, internship, and volunteer opportunities.

- **Youth Camps:** Eric Deshawn and Brian discussed the upcoming youth camps for the summer, including communication and engineering camps. They highlighted the benefits of these camps for students and the importance of exposing kids to higher education.
 - **Communication Camps:** Eric mentioned that the communication youth camps will run from June 2nd to the 26th, covering topics like animation, photography, filmmaking, self-publishing, comics, and digital storytelling through social media.
 - **Engineering Camps:** Brian discussed the engineering youth camps, which focus on game design and robotics for middle school students, aiming to demystify engineering and make it accessible.
 - **Camp Benefits:** Eric highlighted the benefits of these camps, including exposing kids to higher education and making university environments less intimidating for them.
 - **Camp Logistics:** Eric noted the convenient hours of the camps and the trust parents can have in NAU to take care of their kids during these programs.
- **Guided Stretching:** Angie Elgin and Angie Rios led a guided stretching session, focusing on neck, shoulder, and hip stretches to help alleviate tension and improve overall well-being.
 - **Neck Stretches:** Angie Rios demonstrated neck stretches, including chin tucks and neck rotations, to alleviate tension and improve flexibility.
 - **Shoulder Stretches:** Angie Rios led shoulder stretches, including cactus position stretches and shoulder rotations, to open up the chest and relieve tightness.
 - **Hip Stretches:** Angie Rios guided participants through hip stretches, including glute stretches and side lunges, to improve hip flexibility and reduce stress.
- **SAC Virtual Breakroom:** Brian Dales introduced the SAC virtual breakroom, a space for staff to connect and build community in a hybrid or remote work environment.
 - **Breakroom Purpose:** Brian explained that the SAC virtual breakroom is designed to help staff connect and build community, especially in hybrid or remote work environments.
 - **Access and Use:** Brian mentioned that the breakroom can be accessed through the SAC general channel on Teams, and staff can join at any time to connect with others.
- **Campus Compass Sessions:** Brian Dales announced the monthly Campus Compass sessions, designed to help staff connect on various topics and build a stronger community.
 - **Session Structure:** Brian explained that the Campus Compass sessions involve a short presentation on a topic followed by an exploration of how people engage with the topic, aiming to build community and connections.
 - **Hybrid Format:** Brian mentioned that the sessions will be hybrid to allow all staff members to join, and they will only take place during the semester months.

- **Lumberjack Thrive Event:** Eva promoted the upcoming Lumberjack Thrive student and alumni career mixer in Phoenix, encouraging staff to help spread the word and get students registered for the event.
- **Indigenous Peoples Coursework Initiative Event:** Giovanna shared information about an event featuring author Ramona Emerson, hosted by the Klein Library Indigenous Peoples Coursework Initiative and the Teaching and Learning Center.

Follow-up tasks:

- **Career Development Workshops:** Develop and roll out a workshop on how to use generative AI to create and refine resumes. (Sarah's team)
- **Workshop Requests:** Show participants how to request a workshop on the website at the end of the meeting. (Sarah)
- **Supervisor Training:** Host the final student employee supervisor training session for the semester on March 31st and April 1st. (Angie Elgin)
- **Youth Camps Registration:** Register children for the summer youth camps, ensuring to sign up soon due to capped enrollments. (Eric Deshawn)
- **Career Mixer Promotion:** Promote the Lumberjack Thrive Student and Alumni Career Mixer happening on March 26th to increase student registrations. (Eva)