



Career Development Team Proposal

Mission

To educate volunteers and provide opportunities throughout their academic journey to achieve employment success and to become contributing members of a global society. Well as assist corporate partners with recruiting diverse talent from our pipeline.

Vision

Career Development Team will be known by volunteers and partners/ employers for providing opportunities well as enhancing the professional skills necessary to develop confident, productive, and successful learning experience designers.

Goal

The career services team will have two main goals:

- Provide volunteers with free resources to assist in finding employment opportunities in line with qualifications
- Assist employers with identifying volunteers to meet employment needs.

Services Offered

Job Placement & Recruitment: Serve as the primary source for all job leads that has been received by admin. This team will also serve as the liaison between participants and corporate recruiters that we have a partnership when applying for jobs to ensure that we are vetting candidates accordingly.

Resume Portfolio & LinkedIn Assistance/ Interview Preparation: Offer general feedback to volunteers who seek feedback on their portfolios and resumes based upon a scorecard to ensure all feedback is consistent and align with values. Also, starter templates will be available to provide to volunteers.

Scholarships & Training: All opportunities received by school admin for professional development will be administered from the career services team included any free tickets to events or potential internship or training opportunities with organizations

Virtual Workshops/ Courses: Live sessions will occur via Google Meets/Teams/Zoom on topics that relevant to career development of our volunteers, well as short tidbit videos will be created for playback. Potential topics can include:

- Resume Writing/ Portfolio Development
- Interview Preparation
- Evaluating Negotiating/ Job Offers
- Cultural Diversity
- Effective Networking

Potential Event/Funding Opportunities

- **Career Guide-** Create a career guide that provides about 50 pages on content with insight broken down into 4 components: preparing for your career, professional communications, branding and LinkedIn and job search. Also, this can include success stories from students who has gained employment with our assistance. We can ask corporate organization and business to donate to our cause and receive an ad in our career guide to promote their organization. Example: Power Inc. could donate to us and they can get and half page or full-page ad to promote their hiring for BIPOC LxD, their software or anything related to job search career development.
- **Career Boot Camp-** An immersive three-hour virtual event with breakout on the topics of resume writing, interview preparation. We can request people to donate to attend or offer it for free and choose to ask for donations for full resume or portfolio review or revamp, mock interviews, etc.
- **Lunch and Learn-** An hour training session during lunch time on a topic related to career development been facilitated where a zoom background of a fancy restaurant option as a background.
- **Networking Night Out-** Invite industry leaders in LxD to share their experience and present opportunities to network via Zoom/Team breakout rooms.

Action Items

- Gain approval for implementation from admin team. If approve continue with below:
 - Create an DxH intranet using Google Sites or Wix to house a job board with career development resources. Allow students volunteers to submit resumes and portfolio for review well as resume for potential placement opportunities using Google Forms or similar. Well as a tab for any news, or important events happening within the school. As the school continues to evolve, they will be able to apply for any potential jobs/internship through Google Forms so they can be vetted accordingly when the time comes.
 - Field candidates from student bench who may be interested in join the careers services team to develop courses (Learning Experience Designer), delivery courses (Training Facilitator) and review resumes/portfolio.

Revision History		
Created	Tony Jones	9/18/2020