

**DRAFT   Member Career Services Committee Annual Meeting Minutes   DRAFT**  
**October 2, 2011**  
**Colorado Convention Center Room 503**  
**Denver, Colorado**

Present: Alison Hoff, Lisa Laughter, Kristin Campbell, Adam Duberstein, Denise Manning, Maxine Coffey.

- I.     Introductions – Those present introduced themselves. Hoff summarized the committee’s responsibility to promote career-related resources not only on the Member Career Services Committee web page but also on the NACADA website and among members.
  
- II.    Assign Minutes – Maxine Coffey took the minutes for the meeting.
  
- III.   Report on Administrative Division Activities – Hoff gave an overview of the Administrative Division’s purpose and structure. Activities reported on at the 2011 Administrative Division annual meeting that related to Member Career Services Committee objectives included the ability to request project funds from the Finance Committee; the Membership Committee’s plan to reach out more to graduate students and a desire to collaborate in posting academic advising internship opportunities on the NACADA website/MCS web page; and a desire to support initiatives of the Diversity Committee by securing MCS Committee members from all Regions and members who are representative of all facets of NACADA. MCS Committee members are still needed from Regions 3 and 7.
  
- IV.    Member Career Services Conference Booth Activities – Hoff indicated that the MCS conference booth will have a binder listing open positions, a number of handouts such as sample resumes, CV’s and articles on interviewing, and information sheets for job candidates and hiring managers to connect. MCS members staffing the booth will be able to review resumes, give suggestions and refer members to handouts and other resources. The booth will be staffed on October 3 and 4.
  
- V.     2011-2012 Committee Activities – Laughter reviewed the committee charge with members. Discussion items included how to let employers know beforehand of the opportunity to connect with potential employees and vice versa at the conference, such as via emails prior to the conference, the NACADA conference blog, contacting employers who have posted openings, etc. A more robust NACADA website would be helpful, for example if “subscribers” could be alerted by RSS feed when new positions are posted; Duberstein is on the website review task force and would appreciate feedback. Graduate students could be involved in mock interviews or other interview prep activities. A career-oriented blog could provide more information to job seekers. LinkedIn could be used more by career services; Hoff had started a

discussion thread suggesting NACADA resources and job postings but not many comments have been posted; continuous refreshing of the thread is required. Hoff also created a Facebook group for MCS.

- VI. Academic Advising Today Career Corner Articles – Laughter and the group discussed possible topics for the Career Corner column, including making a case to attend the annual conference as career development (Laughter will rework information for the first Career Corner article post-conference), conducting an international job search, dressing for an interview, managing your online image, using social networking to your career advantage, and considering academic advising as a career. Laughter will communicate the suggested topics and ask for authors. Career Corner deadlines are 1. As soon as possible after the annual conference (Laughter will write Making Your Case to Attend the Annual Conference); 2. January 15, 2012 (Managing Your Online Image); 3. April 15, 2012 (Dressing for a Job Interview); 4. July 15, 2012 (Utilizing Your Annual Conference Participation to Your Career Advantage); and 5. Following the 2012 annual conference.
- VII. Adjournment – The meeting was adjourned at 3 p.m.