



2024-25 FACULTY AND STAFF GRANT PROGRAM APPLICATION

Name of Project/Program: Career Services - Job Placement Date: 5/30/2024

Applicant's Name: Sharis Davoodi and Alissa Magana

GCC Position: Career Services Department: Career Services

E-mail: sdavoodi@glendale.edu Phone 818.240.1000 x5403

Please check which category best describes your project:

- Arts & Culture, Athletics & Fitness, Career & Work Training, College Operations & Facilities, Humanities/Social Sciences, Science & Technology, Other

Amount requested: \$ 5000

Please attach a one- to two-page typed request that provides a comprehensive summary of your project/program and establishes the need. Please include the following:

- What do you propose to do? Who will be involved in the project/program? What are the benefits of this project/program to the students, college, and the community? How does this project/program support the College's Institutional Strategic Plan? Timeline for the project/program. How do you propose to use the funds requested? Please include specific budget information. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. How will the Foundation's support be recognized? How do you plan to evaluate this project's success? If your project/program is successful, how will it inform your practice moving forward?

Please email this completed and signed form along with your proposal to zjacobs@glendale.edu

Submission Deadline - Thursday, May 30, 2024 by 5:00 PM PST

Signature box containing names of Sharis Davoodi, Alissa Magana, and Andra Verstraete, along with their respective titles and handwritten signatures.

Grant Review Committee comments and/or recommendations:

This grant was denied/approved on _____ The amount awarded is \$ _____

Foundation Grant Request 2024

Career Services – Job Placement (On Campus and Off Campus Employment)

Written by: Sharis Davoodi and Alissa Magana

Program and Services Specialist – Career Services

▪ What do you propose to do?

- To purchase a color network printer for the department and order updated marketing materials to increase student engagement and success. This will allow our department to have a bigger presence in our campus community and students will learn about our services.
- The color printer will be used to print on-campus job applications, employment verification letters, current on-campus job flyers, off-campus job flyers, job fair flyers, time reports, payroll reports, budget management reports, College Central Network reports, labor market reports, flyers for consortium events, postcards for employers and students, banners to hang inside the college, etc.
- Purchase additional marketing materials for College Central Network – GCC’s Student Off Campus Online Job Board (www.collegecentral.com/glendale).

▪ Who will be involved in the project/program?

- Career Services, Job Placement (on-campus and off-campus employment)
- Sharis Davoodi, Alissa Magana, Andra Verstraete

▪ What are the benefits of this project/program to the students, college, and the community?

- Increase student engagement and success by promoting career opportunities for those who wish to work on-campus and gain employment experience. With this type of student engagement, it is more likely that they will successfully complete their career and educational goals.
- Students will learn about internship opportunities and employment opportunities off-campus related to their LPP programs. Hence, it will increase their success rate in completing their academic program. These experiences will allow students to explore LPPs to ensure that they are on their desired career pathway programs.
- The off-campus employment opportunities listed on our online job board are for students, alumni, and community members. Employers have access to posting as many opportunities as they are currently recruiting for. All the services online are at no cost to job seekers and employers. The marketing materials will be used during job fairs, college events, classroom presentations, open houses, recruiting employers, information sessions, outreach events, and Promise Plus+ / Summer Bridge programs.

▪ How does this project/program support the College’s Institutional Strategic Plan?

- Goal A: Promote and Protect Anti-Racism, Diversity, Equity, Inclusion, and Accessibility Throughout the District
 - Provide equitable access to information by way of physical materials, inform students about 24/7 free access to internship and employment opportunities.
 - With these materials we can recruit diverse candidates, increase our inclusion, and promote our services to all areas on campus; including areas that students find most supportive.
- Goal B: Clarify Student Pathways
 - With these experiences, students can clarify their desired pathways.
 - LPPs are being promoted during our open house where marketing materials are being used.

- Goal C: Facilitate Student Entry into Pathways
 - The materials will be used to promote our off-campus and job fairs to non-credit students so that they can learn about our services. With this transition, they will be introduced to various pathway programs to choose from.
- Goal E: Ensure Student Learning
 - For students to work on-campus, it provides them with an additional layer of access to programs and services. Therefore, there is a correlation between graduation rates and employment experience.
 - When a student is placed in an environment where they can use their educational knowledge, it also benefits the department with their innovative visions to increase operational effectiveness.

▪ **Timeline for the project/program.**

- Preferred Fall 2024 to purchase the printer and marketing materials. Additional materials will be printed throughout the year. Our current printers are obsolete according to our IT department.

▪ **How do you propose to use the funds requested? Please include specific budget information.**

- Network Color Printer estimated at \$3,500
- Banners for Job Placement \$1000
- Posters for students and employers for College Central Network \$500

▪ **Please list any other sources of funding you have applied for and include dollar amounts if already awarded.**

- None

▪ **How will the Foundation's support be recognized?**

- Collaboration on recruitment events, additional alumni participation in our services and programs, alumni that return and recruit.

▪ **How do you plan to evaluate this project's success?**

- We plan to evaluate this project's success by tracking our student engagement throughout the year. If there is more student engagement through Job Placement participation, we can only assume that the marketing materials have been successful in their purpose.
- We will track on-campus hirings, off-campus internship and employment offerings, job fair participations, workshop participations, new hire processes, payroll reports, counseling appointments.

▪ **If your project/program is successful, how will it inform your practice moving forward?**

- Moving forward, we will request additional grants to market and promote our services. It is vital to always update students, alumni, and community members with updated, modern, and more accessible information.
- Our outreach communication style needs to be updated as the college's is being changed so that we are always aligned with the same message and logos. This will increase retention and assist in promoting amongst incoming students and employers.