



## **2023-24 NACE Career Services Professional Staff Compensation Survey**

### **Respondent Information**

Thank you for participating in the NACE 2023-24 Career Services Compensation Benchmark Survey. Your responses to this survey will help the field track compensation-related information such as salaries and benefits.

Please Note:

- You will be asked for your office's compensation data for the current academic year, 2023-24.
- Your responses are saved every time you advance to the next page.
- You can leave and return to the survey where you left off **as long as you use the same computer or device.**

Please enter your Contact ID Number, which can be found in your invitation email.

- Response to this question is required.

As part of the survey results, NACE will provide a list of survey respondents. Please indicate your preference below.

- Note: This will not affect the confidentiality of your data.

- Yes, please list my school as a survey respondent.
- No, please DO NOT list my school as a survey respondent.

Please enter your name and title. Response to this question is required.

Name:

Company Name:

Email:

Which of the following best describes the structure of career services operations at your institution?

- Centralized**  
(Campus has one career services office that performs the full range of career services operations.)
- Decentralized**  
(Campus has multiple career offices; each is usually connected with a particular school -- e.g. business; each office performs the full range of career services operations independently.)
- Hybrid**  
(Campus has a central office that manages the overall career services operation along with school-based offices - business school, engineering school, college of liberal arts, etc. - that deliver services to students enrolled in that specific college/school)

## **INSTRUCTIONS:**

For the following job descriptions, please provide the requested compensation information for the individual(s) whose job responsibilities most closely match the functional description of each job title.

- **For smaller offices:** If individuals in your office perform the functions for multiple positions listed here, please respond only to the compensation questions for that individual's highest ranking position.
- **For example, if the Director also performs the functions of the internship coordinator, please enter the compensation information for the Director position only.**

## **Vice Provost/Asst. Vice Provost/Vice President/Asst. Vice President/Executive Di**

### **Vice President/ Asst. Vice President/ Vice Provost/ Asst. Vice Provost/ Executive Director**

Provides leadership and oversight to the overall direction and operations of the college career center function at the university.

Responsibilities may include:

- Overseeing multiple career center operations;
- Heavily involved with overall strategic decision making within the university's management.

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (US Dollars)

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" – not "45K."

Average Annual Salary

Average percent increase in base salary from last year to this year

Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Is this position eligible for any bonus compensation?

Yes

No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time bonuses to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), or decimal (.).
- Please DO NOT abbreviate dollar amounts; please enter "45000" – not "45K."

What percent of bonus compensation is based on each of the following?

- All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures	<input type="text" value="0"/>	%
Departmental Performance Measures	<input type="text" value="0"/>	%
Institution-wide Performance Measures	<input type="text" value="0"/>	%
Total	<input type="text" value="0"/>	%

## Director

### Director of the Career Center

Responsible for providing leadership and oversight in the operations of the college career center office.

Responsibilities may include:

- developing the strategic direction for student career development plans within the college;
- managing the core functions of the office including internship and job search advising, employer relations, and career counseling;



- overseeing the development of data and reports connected with graduate outcomes;
- and managing the department's budget.

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
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Average Annual Salary

Average percent increase in base salary from last year to this year

Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes

- No
- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Is this position eligible for any bonus compensation?

- Yes
- No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time bonuses to a full-time annual basis.
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Individual Performance Measures	<input type="text" value="0"/>	%
Departmental Performance Measures	<input type="text" value="0"/>	%
Institution-wide Performance Measures	<input type="text" value="0"/>	%
Total	<input type="text" value="0"/>	%

## **Associate Director**

### **Associate Director of the Career Center**

Responsible for the design, implementation, and assessment of an array of career

services to student and alumni clients of the Center.

Responsibilities may include:

- Overseeing employer relations strategy or career counseling and programming strategy;
- Providing career coaching / counseling / advising to students either directly or through the presentation of career workshops;
- Creating and developing of new programs;
- Supervising other career center staff.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
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Average Annual Salary

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Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
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What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

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What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

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- Please enter a whole number without a dollar sign (\$), comma (,), or decimal (.).
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Departmental Performance Measures	<input type="text" value="0"/> %
Institution-wide Performance Measures	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

## **Assistant Director**



## Assistant Director of the Career Center

Responsible for providing assistance to the director and/or associate director in meeting the objectives of the career center.

Responsibilities may include:

- Providing career coaching / counseling / advising to students either directly or through the presentation of career workshops;
- Helping establish and maintain employer relations development, resource development, faculty relations, and other related activities;
- Directing and coordinating activities of other career center staff.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
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Maximum Annual Salary

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- Yes
- No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

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What percent of bonus compensation is based on each of the following?

- All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures

 %

Departmental Performance Measures

 %

Institution-wide Performance Measures

 %

Total

%

## Career Counselor

### Career Counselor

Responsible for providing therapeutic and confidential assistance and advice to students and/or alumni and faculty using core counseling techniques requiring adherence to all state and federal regulations related to counseling. Frequently requires a master's degree or higher.

Responsibilities may include:

- Counseling clients to consider their career identity, exploring barriers they are facing;
- Guiding clients in establishing short- and long-term goals;
- Reviewing resumes and cover letters;
- Helping candidates prepare for interviews.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

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- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Is this position eligible for any bonus compensation?

Yes

No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time bonuses to a full-time annual basis.
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What percent of bonus compensation is based on each of the following?



- All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures

%

Departmental Performance Measures

%

Institution-wide Performance Measures

%

Total

%

## Career Coach

### Career Coach

Responsible for working with students and/or alumni and faculty to improve the individual's career management capabilities by practicing and improving the individual's job search and application skills.

Responsibilities may include:

- Coaching candidates through the job search and application process;
- Assisting client in establishing short- and long-term goals, and develop a personal action plan;
- Reviewing resumes or cover letters;
- Helping candidates locate job or internship opportunities;

- Helping candidates prepare for interviews.

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

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Maximum Annual Salary

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What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

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Individual Performance Measures

%

Departmental Performance Measures

%

Institution-wide Performance Measures

%

Total

%

## Career Advisor

### Career Advisor

Responsible for providing advice or expert opinion to students and/or alumni and faculty that assists with accomplishing career tasks.

Responsibilities may include:

- Reviewing, critiquing, and editing resumes and cover letters;
- Helping candidates locate job or internship opportunities;
- Helping candidates prepare for interviews.

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

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Departmental Performance Measures	<input type="text" value="0"/> %
Institution-wide Performance Measures	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

## **Internship Coordinator**

## Internship Coordinator

Under supervision, the Internship Coordinator is responsible for developing and implementing an internship program for the college community.

Responsibilities may include:

- Assisting students in acquiring internships related to their overall academic experience;
- Building partnerships with employers to develop internship opportunities;
- Working with faculty and administrators to create policies and procedures to ensure the academic integrity of internship experiences.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
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- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Is this position eligible for any bonus compensation?

- Yes
- No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

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What percent of bonus compensation is based on each of the following?

- All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures

 %

Departmental Performance Measures

 %

Institution-wide Performance Measures

 %

Total

0 %

## Employer Relations Coordinator

### Employer Relations Coordinator

Under supervision, the Employer Relations Coordinator is responsible for managing/coordinating relationships with employers in order to expand the range of employment opportunities available to students.

Responsibilities may include:

- Conducting outreach to employers;
- Developing and managing relationships with employers;
- Providing input on the effectiveness of career center policies that govern relationships with employers

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.

- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
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Average Annual Salary

Average percent increase in base salary from last year to this year

Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary



Maximum Annual Salary

Is this position eligible for any bonus compensation?

Yes

No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time bonuses to a full-time annual basis.
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What percent of bonus compensation is based on each of the following?

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Individual Performance Measures

%

Departmental Performance Measures

%

Institution-wide Performance Measures

%

Total

%

## Career Information Coordinator

### Career Information Coordinator

This individual is responsible for not only maintaining current resources but is also charged with the duty to identify and procure additional resources that would be of value to the office.

Responsibilities may include:

- Managing and maintaining databases, information catalogues, and physical and web resources related to the functions of the college career center.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

Exempt

Non-exempt

What is the base salary information for this position in 2023-24 (US Dollars)

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- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Is this position eligible for any bonus compensation?

Yes

No

What is the overall average bonus compensation for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time bonuses to a full-time annual basis.
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What percent of bonus compensation is based on each of the following?

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Individual Performance Measures

%

Departmental Performance Measures

%

Institution-wide Performance Measures

%

Total

%

## Data Analyst

### Data Analyst

Under supervision, the Data Analyst is responsible for developing and maintaining systems that support data collection and analysis.

Responsibilities may include:

- Developing Data collection systems and instruments;
- Analyzing student and career center data;
- Preparing summaries of data for stakeholders

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

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Average Annual Salary

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- Yes
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What is the formal salary range for this position?

Minimum Annual Salary



Maximum Annual Salary

Is this position eligible for any bonus compensation?

Yes

No

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Departmental Performance Measures	<input type="text" value="0"/>	%
Institution-wide Performance Measures	<input type="text" value="0"/>	%
Total	<input type="text" value="0"/>	%

## Marketing Coordinator

### Marketing Coordinator

Under supervision, the Marketing Coordinator is responsible for working with employers, students, faculty, administration, and the general public to promote and publicize the activities of the career center.

Responsibilities may include:

- Planning and/or executing marketing strategy for the career center;

- Designing marketing collateral.

Is there someone in your office that performs the above function?

- Yes
- No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
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Individual Performance Measures

%

Departmental Performance Measures

%

Institution-wide Performance Measures

%

Total

%

## **Information Technology Specialist / Coordinator**

### **Information Technology Specialist / Coordinator**

Under supervision, the Information Technology Specialist / Coordinator is responsible for developing and maintaining information technology systems that support career center operations.

Responsibilities may include:

- Oversight of the web/non-web software needs of the career center;
- Maintain the Center's webpage and social media platforms;
- Assisting students, faculty, and employers in using the career center's software;
- Creating reports on the use of the Center's web and non-web resources.

Is there someone in your office that performs the above function?

Yes

No

Please enter the **number of incumbents** in this role:

Please enter the **average tenure** of the incumbents in this role:

Is this position exempt or non-exempt?

- Exempt
- Non-exempt

What is the base salary information for this position in 2023-24 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign (\$), comma (,), decimal (.), or percent symbol (%).
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Average Annual Salary



Average percent increase in base salary from last year to this year

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- Don't Know

What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

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- Yes
- No

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Individual Performance Measures

 %

Departmental Performance Measures

 %

Institution-wide Performance Measures

 %

Total

%

## Benefits

What is the number of paid holidays on your school's current fiscal year calendar?

- Please enter a whole number.

Number of days of paid vacation earned each year, based on tenure?

- Please enter a whole number.

1 year of tenure

3 years of tenure

5 years of tenure

10+ years of tenure

What is the number of other "paid time off" days allotted per year?

- Please enter a whole number.

Does your school offer free or reduced tuition for employees pursuing a degree?

- Yes
- No

Does your school offer **dental** insurance to its employees?

- Yes
- No

Does your school offer **vision** insurance to its employees?

- Yes
- No

Does your school offer **life** insurance to its employees?

- Yes
- No

Does your school offer a company-matched 401(k) or 403(b) retirement program?

- Yes
- No

## **Medical insurance**

Does your school offer **medical** insurance to its employees?

- Yes
- No

**If your organization offers multiple medical insurance plans, please answer based on the plan selected by the majority of your employees.**

What is the percent of the insurance premium paid by your organization for the:

- Please DO NOT enter a percent sign (%).

Employee

Dependents

What is the annual deductible that employees pay on:

- Please enter a whole number without a dollar sign (\$), comma (,), or decimal (.).
- Please DO NOT abbreviate dollar amounts, such as entering "45000" as "45K."

Their own medical insurance

Their dependent's medical insurance

## Career Center Budget

For the **CURRENT** 2023-24 AY, what is your non-personnel and personnel budget amounts.

- Please enter a whole number - no dollar signs, commas, or decimals.
- Please skip any fields for which you do not have the requested data.

	Non-personnel	Personnel
2023-24 Budget	<input type="text"/>	<input type="text"/>

For the **CURRENT** 2023-24 AY, of your career center budget, what percent comes from each category listed below?

- You may skip this question, but if you choose to answer it, your responses must total 100.

Institutional Funding	<input type="text" value="0"/>	%
Fees Generated (from students, employers, career fairs, etc.)	<input type="text" value="0"/>	%
Partnership Program	<input type="text" value="0"/>	%
Grants	<input type="text" value="0"/>	%
Gifts and Donations	<input type="text" value="0"/>	%
Other	<input type="text" value="0"/>	%
Total	<input type="text" value="0"/>	%

How does the **non-personnel** operating budget for 2023–24 AY compare with the non-personnel operating budget for 2022–23 AY?

- Not sure; we don't have access to non-personnel operating budget
- Decrease by more than 20%
- Decrease between 10% and 20%
- Decrease between 0% and 10%
- No Change
- Increase between 0% and 10%
- Increase between 10% and 20%
- Increase by more than 20%



How does the **personnel** operating budget for 2023-24 AY compare with the personnel operating budget for 2022-23 AY?

- Not sure; we don't have access to personnel operating budget
- Decrease by more than 20%
- Decrease between 10% and 20%
- Decrease between 0% and 10%
- No Change
- Increase between 0% and 10%
- Increase between 10% and 20%
- Increase by more than 20%

Do you have a partnership program in which employers make financial contributions to the career center for the 2023-24 AY?

- Yes
- No

## **Career Center Staffing**

# Full-time Employment (FTE)

**Please note: This section asks for data from the current academic year.**

For the **CURRENT** 2023-24 AY, please indicate the total number of staff in each of the following categories:

- **This question is intended to capture the total number of staff (FTE) in your office.**
- If position calls for fewer than **30** hours per week, please indicate part-time status. We formerly used 35 hours as the standard, but we are changing it this year to align with IRS and ACA healthcare regulations.
- Please leave the box blank if the staff type is not present in your office.

	Full-time	Part-time
Professional Staff	<input type="text"/>	<input type="text"/>
Administrative Support Staff	<input type="text"/>	<input type="text"/>
Graduate Assistant/Intern	<input type="text"/>	<input type="text"/>
Undergraduate/Student Worker	<input type="text"/>	<input type="text"/>

	Full-time	Part-time
Other	<input type="text"/>	<input type="text"/>

## Career Counselors, Coaches, & Advisors

For the **CURRENT** 2023–24 AY, please indicate the number of professional staff who provide career counseling, coaching, or advising:

- Your response will be used to calculate FTE invested in each role.
- Please either leave the box blank if this position is not present in your office.
- If a staff member works less than **30** hours per week as a career counselor, coach, or adviser, please count them as part-time.

	Full-time	Part-time	Number Certified
Career Counselor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Career Coach	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Full-time	Part-time	Number Certified
Career Advisor	<input type="text"/>	<input type="text"/>	<input type="text"/>

For the **CURRENT** 2023-24 AY, what is the position title for the leader / chief executive of the Career Services Center?

- Vice President
- Assistant / Associate Vice President
- Vice Provost
- Assistant / Associate Vice Provost
- Dean
- Assistant / Associate Dean
- Executive Director
- Director
- Associate Director
- Assistant Director
- Coordinator
- Manager
- Other (please specify):

For the **CURRENT** 2023-24 AY, to whom does the chief

## executive of Career Services report?

- Office of the President
- Office of Provost / VP of Academic Affairs
- VP of Institutional Advancement/Development
- VP of Enrollment Management
- VP of Student Affairs/Student Life
- VP of Joint Division of Student and Academic Affairs
- VP or Dean of the Individual school within the institution (e.g., Dean of Business School, Dean of Engineering School, etc.)
- Other (please specify):

Has this reporting relationship changed since the prior academic year?

- Yes
- No

Why was this reporting change made?

- Please select all that apply.

- Our college/university has recently completed a merger
- Career center has been restructured / reorganized within the institution

- An institutional accreditation is in process
- New leadership at the career center
- New leadership at the institution
- The institution received a large gift from a donor
- There is an institution-wide focus on career outcomes
- The state legislature is demanding accountability for career outcomes
- Other (please specify:)

## Staffing Trends

Which of these employment options do you offer to employees?

- Please select all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Appreciation days for staff                 | <input type="checkbox"/> Ability to work remotely                                 |
| <input type="checkbox"/> Compressed work weeks                       | <input type="checkbox"/> Flex-time scheduling                                     |
| <input type="checkbox"/> Professional Development offerings          | <input type="checkbox"/> Financial support for obtaining professional credentials |
| <input type="checkbox"/> Free lunch programs                         | <input type="checkbox"/> Shortened Friday during summer / vacations               |
| <input type="checkbox"/> Volunteer time off to help in the community | <input type="checkbox"/> None of the above  |

Retreats

Other (please specify):

## Thank You

**After clicking SUBMIT below,** you will be redirected to  
naceweb.org.

Thank you for participating in the 2023-24 Career Services  
Compensation Survey!

We look forward to releasing the results of this survey in  
Spring 2024.