



2025-26 NACE Career Services Professional Staff Compensation Survey

Respondent Information

Q1.

Thank you for participating in the NACE 2025-26 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, 2025-26.
- 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.**

Q2. Please enter your Contact ID Number, which can be found in your invitation email.

- Response to this question is required.

Q3. 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.

Q4. Please enter your name and title. Response to this question is required.

Name:

College / Institution

Name:

Email:

Q5. 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)

Q6.

INSTRUCTIONS:

For the following job roles, please provide the requested titles, compensation data and job functions for each.

- For the **Executive Leader** and **Operational Leader/Director** roles, you will be asked to provide a **single official title** for each position, where applicable, followed by the compensation data and the job functions of the roles.
- For **all other job roles**, you will be asked to identify **all titles** that you have positions for in your office under those roles. You will be carried forward to only those positions you select to fill out the compensation data and job functions of each role.
- You will be skipped to the next section of the survey if you select "no" to someone performing any of the given job roles.

Executive Leader

Q7. **Executive Leader** – Develop vision and strategic execution of career services at the institution. Oversees center strategy, budget, and staffing; represents the career center with senior leadership and external stakeholders. Typically reports to University Leadership or someone outside of career center.

Q8. Is there someone in your office that performs the above role?

- Yes
- No

Q9. Which of the following best represents the job title of this role?

- Please select **only the closest** title

- Vice President/ Asst. Vice President/ Vice Provost/ Asst. Vice Provost
- Chief Career Services Officer
- Executive Director
- Career Center Director
- Associate Director
- Assistant Director
- Career Center Coordinator
- Other (please specify:)

Q10. Please enter the **number of incumbents** in this role:

Q11. Please enter the **average tenure** of the incumbents in this role:

Q12. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q13.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses

- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q14. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Student-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Internally-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Total	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %

Q15. What is the base salary information for this position in 2025-26 (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

Q16. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q17. What is the formal salary range for this position?

Minimum Annual Salary
Maximum Annual Salary

Q18. Is this position eligible for any bonus compensation?

- Yes
- No

Q19. What is the overall average bonus compensation for this position in 2025-26 (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."

Q20. 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"/> 0 %
Departmental Performance Measures	<input type="text"/> 0 %
Institution-wide Performance Measures	<input type="text"/> 0 %

Total

%

Operational Leader/Director

Q21. Operational Leader/Director – Manages day-to-day operations, supervises staff, contributes to strategy and planning. Typically reports to someone inside the Career Center.

Q22. Is there someone in your office that performs the above role?

- Yes
- No

Q23. Which of the following best represents the job title of this role?

- Please select **only the closest** title

- Vice President/ Asst. Vice President/ Vice Provost/ Asst. Vice Provost
- Chief Career Services Officer
- Executive Director
- Career Center Director
- Associate Director
- Assistant Director
- Director
- Career Center Coordinator
- Other (please specify:)

Q24. Please enter the **number of incumbents** in this role:

Q25. Please enter the **average tenure** of the incumbents in this role:

Q26. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q27.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

Represent Career Services

- Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
- Represent university at external meetings, advisory boards, and economic groups

Stakeholder Engagement

- Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

Leadership & Strategic Management

- Oversee multiple career center operations
- Represent career center with university leadership
- Develop strategic direction for student career development plans
- Manage the department's budget
- Oversee employer relations or career programming strategy
- Provide input on policies governing employer relationships

Career Advising & Student Support

- Provide career coaching, counseling, and workshops
- Counsel students on career identity and barriers
- Guide students on short- and long-term goals
- Review resumes and cover letters
- Help students prepare for interviews
- Coach students through job search/application process
- Assist with job and internship placements

Employer Engagement

- Establish/maintain employer relations and resources
- Build partnerships for internship and experiential learning opportunities
- Conduct outreach to employers

Faculty Engagement

- Maintain faculty relationships
- Collaborate on internship policy and academic integrity
- Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q28. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q29. What is the base salary information for this position in 2025-26 (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 (%).

- Please DO NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q30. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q31. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q32. Is this position eligible for any bonus compensation?

- Yes
- No

Q33. What is the overall average bonus compensation for this position in 2025-26 (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."

Q34. 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

%

Area Lead

Q35. Area Lead – Leads a functional area (e.g., employer relations, advising, internships) and supervises staff

Q36. Is there someone in your office that performs the above role?

Yes

No

Q37. Which of the following best represents the job title(s) under this role?

- Please select **all** titles that apply

Associate Director

Assistant Director

Director

Area Lead - Associate Director

Q38. Associate Director

The following questions pertain to your Associate Director position

Q39. Please enter the **number of incumbents** in this role:

Q40. Please enter the **average tenure** of the incumbents in this role:

Q41. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q42.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q43. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q44. What is the base salary information for this position in 2025-26 (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 (%).

- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q45. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q46. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q47. Is this position eligible for any bonus compensation?

- Yes
- No

Q48. What is the overall average bonus compensation for this position in 2025-26 (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."

Q49. 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

%

Area Lead - Assistant Director

Q50. Assistant Director

The following questions pertain to your Assistant Director position

Q51. Please enter the **number of incumbents** in this role:

Q52. Please enter the **average tenure** of the incumbents in this role:

Q53. Is this position exempt or non-exempt?

- Exempt
 Non-exempt

Q54.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups

- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
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 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q55. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/>	%
Student-facing	<input type="text" value="0"/>	%
Internally-facing	<input type="text" value="0"/>	%
Total	<input type="text" value="0"/>	%

Q56. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary	<input type="text"/>
Average percent increase in base salary from last year to this year	<input type="text"/>

Q57. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q58. What is the formal salary range for this position?

Minimum Annual Salary	<input type="text"/>
Maximum Annual Salary	<input type="text"/>

Q59. Is this position eligible for any bonus compensation?

Yes

No

Q60. What is the overall average bonus compensation for this position in 2025-26 (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."

Q61. 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"/> %

Area Lead - Director

Q62. Director

The following questions pertain to your Director position

Q63. Please enter the **number of incumbents** in this role:

Q64. Please enter the **average tenure** of the incumbents in this role:

Q65. Is this position exempt or non-exempt?

Exempt

Non-exempt

Q66.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups

- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships

- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements

- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers

- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses

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 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
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- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q67. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Student-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Internally-facing	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %
Total	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/> %

Q68. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q69. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q70. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q71. Is this position eligible for any bonus compensation?

- Yes
- No

Q72. What is the overall average bonus compensation for this position in 2025-26 (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."

Q73. 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 Advising, Coaching, and/or Counseling

Q74. Career Advising, Coaching, and/or Counseling – Provides direct student services (advising, counseling, coaching, workshops)

Q75. Is there someone in your office that performs the above role?

- Yes
- No

Q76. Which of the following best represents the job title(s) under this role?

- Please select **all** titles that apply

- Career Advisor
- Career Coach
- Career Counselor

Career Advising, Coaching, and/or Counseling - Career Advisor

Q77. Career Advisor

The following questions pertain to your Career Advisor position

Q78. Please enter the **number of incumbents** in this role:

Q79. Please enter the **average tenure** of the incumbents in this role:

Q80. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q81.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
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 - Provide input on policies governing employer relationships
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 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
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 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
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 - Assist with internship placements
 - Work with faculty on internship courses

- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
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 - Oversee software and technology needs
 - Support users of career center software
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 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q82. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input style="width: 50px;" type="text" value="0"/> %
Student-facing	<input style="width: 50px;" type="text" value="0"/> %
Internally-facing	<input style="width: 50px;" type="text" value="0"/> %
Total	<input style="width: 50px;" type="text" value="0"/> %

Q83. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q84. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q85. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q86. Is this position eligible for any bonus compensation?

- Yes
- No

Q87. What is the overall average bonus compensation for this position in 2025-26 (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."

Q88. 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 %

Career Advising, Coaching, and/or Counseling - Career Coach

Q89. Career Coach

The following questions pertain to your Career Coach position

Q90. Please enter the **number of incumbents** in this role:

Q91. Please enter the **average tenure** of the incumbents in this role:

Q92. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q93.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups

- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships

- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q94. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q95. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary	<input type="text"/>
Average percent increase in base salary from last year to this year	<input type="text"/>

Q96. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q97. What is the formal salary range for this position?

Minimum Annual Salary	<input type="text"/>
Maximum Annual Salary	<input type="text"/>

Q98. Is this position eligible for any bonus compensation?

- Yes
- No

Q99. What is the overall average bonus compensation for this position in 2025-26 (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."

Q100. 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"/> %

Career Advising, Coaching, and/or Counseling - Career Counselor

Q101. Career Counselor

The following questions pertain to your Career Counselor position

Q102. Please enter the **number of incumbents** in this role:

Q103. Please enter the **average tenure** of the incumbents in this role:

Q104. Is this position exempt or non-exempt?

- Exempt
 Non-exempt

Q105.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

Represent Career Services

- Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
- Represent university at external meetings, advisory boards, and economic groups

Stakeholder Engagement

- Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

Leadership & Strategic Management

- Oversee multiple career center operations
- Represent career center with university leadership
- Develop strategic direction for student career development plans
- Manage the department's budget
- Oversee employer relations or career programming strategy
- Provide input on policies governing employer relationships

Career Advising & Student Support

- Provide career coaching, counseling, and workshops
- Counsel students on career identity and barriers
- Guide students on short- and long-term goals
- Review resumes and cover letters
- Help students prepare for interviews
- Coach students through job search/application process
- Assist with job and internship placements

Employer Engagement

- Establish/maintain employer relations and resources
- Build partnerships for internship and experiential learning opportunities
- Conduct outreach to employers

Faculty Engagement

- Maintain faculty relationships
- Collaborate on internship policy and academic integrity
- Collaborate with faculty on integrating career readiness in the curriculum

Internship Coordination

- Build partnerships for internship opportunities
- Assist with internship placements
- Work with faculty on internship courses

Program Development & Delivery

- Create and develop new career programs
- Manage core functions: internship advising, employer relations, counseling

- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q106. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input style="width: 50px;" type="text" value="0"/> %
Student-facing	<input style="width: 50px;" type="text" value="0"/> %
Internally-facing	<input style="width: 50px;" type="text" value="0"/> %
Total	<input style="width: 50px;" type="text" value="0"/> %

Q107. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

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

Q108. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q109. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q110. Is this position eligible for any bonus compensation?

- Yes
- No

Q111. What is the overall average bonus compensation for this position in 2025-26 (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."

Q112. 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

 %

Coordinator/Specialist

Q113.

Coordinator/Specialist – Manages a program or resource (e.g., internships, employer relations, technology, data, marketing)

Q114. Is there someone in your office that performs the above role?

- Yes
 No

Q115. Which of the following best represents the job title(s) under this role?

- Please select **all** titles that apply

- Internship Coordinator
 Employer Relations Coordinator
 Career Information Coordinator
 Data Analyst
 Marketing Coordinator
 Information Technology Specialist/Coordinator

Coordinator/Specialist - Internship Coordinator

Q116. **Internship Coordinator**

The following questions pertain to your Internship Coordinator position

Q117. Please enter the **number of incumbents** in this role:

Q118. Please enter the **average tenure** of the incumbents in this role:

Q119. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q120.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q121. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q122. What is the base salary information for this position in 2025-26 (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 (%).

- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q123. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q124. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q125. Is this position eligible for any bonus compensation?

- Yes
- No

Q126. What is the overall average bonus compensation for this position in 2025-26 (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."

Q127. 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	<input type="text" value="0"/> %
Institution-wide Performance Measures	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Coordinator/Specialist - Employer Relations Coordinator

Q128.

Employer Relations Coordinator

The following questions pertain to your Employer Relations Coordinator position

Q129. Please enter the **number of incumbents** in this role:

Q130. Please enter the **average tenure** of the incumbents in this role:

Q131. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q132.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

Represent Career Services

- Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
- Represent university at external meetings, advisory boards, and economic groups

- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools

- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q133. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q134. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q135. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q136. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q137. Is this position eligible for any bonus compensation?

- Yes
- No

Q138. What is the overall average bonus compensation for this position in 2025-26 (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."

Q139. 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"/> %

Coordinator/Specialist - Career Information Coordinator

Q140. **Career Information Coordinator**

The following questions pertain to your Career Information Coordinator position

Q141. Please enter the **number of incumbents** in this role:

Q142. Please enter the **average tenure** of the incumbents in this role:

Q143. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q144.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q145. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q146. What is the base salary information for this position in 2025-26 (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, such as entering "45000" as "45K."

Average Annual Salary

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

Q147. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q148. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q149. Is this position eligible for any bonus compensation?

- Yes
- No

Q150. What is the overall average bonus compensation for this position in 2025-26 (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."

Q151. 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	<input type="text" value="0"/> %
Institution-wide Performance Measures	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Coordinator/Specialist - Data Analyst

Q152.

Data Analyst

The following questions pertain to your Data Analyst position

Q153. Please enter the **number of incumbents** in this role:

Q154. Please enter the **average tenure** of the incumbents in this role:

Q155. Is this position exempt or non-exempt?

- Exempt
 Non-exempt

Q156.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly
- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities

- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q157. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q158. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary	<input type="text"/>
Average percent increase in base salary from last year to this year	<input type="text"/>

Q159. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q160. What is the formal salary range for this position?

Minimum Annual Salary	<input type="text"/>
Maximum Annual Salary	<input type="text"/>

Q161. Is this position eligible for any bonus compensation?

Yes

No

Q162. What is the overall average bonus compensation for this position in 2025-26 (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."

Q163. 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"/> %

Coordinator/Specialist - Marketing Coordinator

Q164.

Marketing Coordinator

The following questions pertain to your Marketing Coordinator position

Q165. Please enter the **number of incumbents** in this role:

Q166. Please enter the **average tenure** of the incumbents in this role:

Q167. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q168.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum

- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
 - Oversee graduate outcomes reporting
 - Develop data collection systems/instruments
 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media
- Technology & Resource Management**
 - Oversee software and technology needs
 - Support users of career center software
 - Manage databases, catalogs, and online/physical resources
 - Report on use of center's digital and non-digital tools
- Supervise Staff**
 - Supervise career center staff
 - Have direct reports

Q169. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q170. What is the base salary information for this position in 2025-26 (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 (%).

- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q171. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q172. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q173. Is this position eligible for any bonus compensation?

- Yes
- No

Q174. What is the overall average bonus compensation for this position in 2025-26 (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."

Q175. 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

%

Coordinator/Specialist - Information Technology Specialist/Coordinator

Q176.

Information Technology Specialist/Coordinator

The following questions pertain to your Information Technology Specialist/Coordinator position

Q177. Is there someone in your office that performs the above function?

- Yes
- No

Q178. Please enter the **number of incumbents** in this role:

Q179. Please enter the **average tenure** of the incumbents in this role:

Q180. Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q181.

What of the following best represent the job functions of this position?

- Please select **all** the functions that are performed **regularly/routinely** i.e., You only meet with students two times a year, which is not considered routine vs. monthly or weekly

- Represent Career Services**
 - Participate in internal advisory boards, taskforces, committees and/or councils on a routine basis throughout the year
 - Represent university at external meetings, advisory boards, and economic groups
- Stakeholder Engagement**
 - Serves as the chief liaison between students, alumni, employers, faculty, and administration, fostering relationships to expand employment and internship opportunities
- Leadership & Strategic Management**
 - Oversee multiple career center operations
 - Represent career center with university leadership
 - Develop strategic direction for student career development plans
 - Manage the department's budget
 - Oversee employer relations or career programming strategy
 - Provide input on policies governing employer relationships
- Career Advising & Student Support**
 - Provide career coaching, counseling, and workshops
 - Counsel students on career identity and barriers
 - Guide students on short- and long-term goals
 - Review resumes and cover letters
 - Help students prepare for interviews
 - Coach students through job search/application process
 - Assist with job and internship placements
- Employer Engagement**
 - Establish/maintain employer relations and resources
 - Build partnerships for internship and experiential learning opportunities
 - Conduct outreach to employers
- Faculty Engagement**
 - Maintain faculty relationships
 - Collaborate on internship policy and academic integrity
 - Collaborate with faculty on integrating career readiness in the curriculum
- Internship Coordination**
 - Build partnerships for internship opportunities
 - Assist with internship placements
 - Work with faculty on internship courses
- Program Development & Delivery**
 - Create and develop new career programs
 - Manage core functions: internship advising, employer relations, counseling
- Data Management & Reporting**
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 - Analyze and summarize student/career center data
- Marketing & Communications**
 - Plan and execute marketing strategies
 - Design marketing materials
 - Maintain web presence and social media

Technology & Resource Management

- Oversee software and technology needs
- Support users of career center software
- Manage databases, catalogs, and online/physical resources
- Report on use of center's digital and non-digital tools

Supervise Staff

- Supervise career center staff
- Have direct reports

Q182. For the CURRENT 2025-26 AY, what percent of staff time is attributed to employer-facing, student-facing, or internal operations.

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

Employer-facing	<input type="text" value="0"/> %
Student-facing	<input type="text" value="0"/> %
Internally-facing	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q183. What is the base salary information for this position in 2025-26 (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 (%).
- Please do NOT abbreviate dollar amount; please enter "45000" - not "45K."

Average Annual Salary

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

Q184. Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q185. What is the formal salary range for this position?

Minimum Annual Salary

Maximum Annual Salary

Q186. Is this position eligible for any bonus compensation?

- Yes
- No

Q187. What is the overall average bonus compensation for this position in 2025-26 (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."

Q188. 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

 %

Benefits

Q189. What is the number of paid holidays on your school's current fiscal year calendar?

- Please enter a whole number.

Q190. 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

Q191. What is the number of other "paid time off" days allotted per year?

- Please enter a whole number.

Q192. Does your school offer free or reduced tuition for employees pursuing a degree?

- Yes
- No

Q193. Does your school offer **dental** insurance to its employees?

- Yes
- No

Q194. Does your school offer **vision** insurance to its employees?

- Yes
- No

Q195. Does your school offer **life** insurance to its employees?

- Yes
- No

Q196. Does your school offer a company-matched 401(k) or 403(b) retirement program?

- Yes
- No

Medical insurance

Q197. Does your school offer **medical** insurance to its employees?

- Yes
- No

Q198.

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

Q199. What is the percent of the insurance premium paid by your organization for the:

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

Employee

Dependents

Q200. 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

Q201. For the **CURRENT** 2025-26 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
2025-26 Budget	<input type="text"/>	<input type="text"/>

Q202. For the **CURRENT** 2025-26 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"/> %

Q203. How does the **non-personnel** operating budget for 2025-26 AY compare with the non-personnel operating budget for 2024-25 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%

Q204. How does the **personnel** operating budget for 2025-26 AY compare with the personnel operating budget for 2024-25 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%

Q205. Do you have a partnership program in which employers make financial contributions to the career center for the 2025-26 AY?

- Yes
- No

Career Center Staffing

Q206.

Full-time Employment (FTE)

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

For the **CURRENT** 2025-26 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"/>
Other	<input type="text"/>	<input type="text"/>

Q207.

Career Counselors, Coaches, & Advisors

For the **CURRENT** 2025-26 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"/>
Career Advisor	<input type="text"/>	<input type="text"/>	<input type="text"/>

Q208. Staffing Trends

Which of these employment options do you offer to employees?

- Please select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Professional Development offerings | <input type="checkbox"/> Ability to work remotely |
| <input type="checkbox"/> Free lunch programs | <input type="checkbox"/> Compressed work weeks |

- | | |
|---|---|
| <input type="checkbox"/> Appreciation days for staff | <input type="checkbox"/> Shortened Friday during summer / vacations |
| <input type="checkbox"/> Retreats | <input type="checkbox"/> Flex-time scheduling |
| <input type="checkbox"/> Volunteer time off to help in the community | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Financial support for obtaining professional credentials | <input type="checkbox"/> Other (please specify): |
| | <input type="text"/> |

Thank You

Q209.

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

Thank you for participating in the 2025-26 Career Services Compensation Survey!

We look forward to releasing the results of this survey in Spring 2026.

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