

CAREER TASK FORCE REPORT

The Membership Committee Career Task Force was formed at the August 2008 Membership Committee Meeting. The Task Force was charged with the following:

- Analyze feedback collected in the Career Center at the annual meeting
- Create/develop some sort of resource for career advice
- Provide resume/cover letter resources and bibliography on developing/enhancing a career
- Develop information on pro and cons of certification/non-certification or MLS/non-MLS choices

The Task Force communicated through email and held a conference call on Wed. Dec. 10. Adriana Cuervo, Diane Kaplan, Brian Doyle, and Elizabeth Scott discussed the work of the Task Force and plans for implementing it over the next few months.

The Task Force identified two primary areas of focus; the Career Center at the Annual meeting and the development of resources for ongoing career development.

Career Center Recommendations

After exploring the feedback from the 2008 Career Center the Task Force makes the following recommendations needing immediate action:

- Hold the Career Center Wednesday through Friday, rather than Thursday-Saturday.
- Split up the general career center and recruiting function, placing the recruiter(s), in a more public spot (working with them to acquire private space on a case by case basis).
- Recruit educational institutions to send representatives to the Career Center to serve as a resource for Masters level archival training.
- Hold a career "Forum" in conjunction with the Student Mixer on the Wednesday evening of the conference.
 - Structure the Forum as the Educational Committee structured the 2008 Forum/Mixer on the topic of "Guidelines for a Graduate Program in Archival Studies." This included about 20-30 minutes for the forum (including brief introduction and break out time) and 30-40 minutes for the mixer
 - Focus on job hunting skills

Career Resources

The Task Force spent a short time discussing the development of more career resources. This has long been an area in need of revamping, and comments from the Career Center reinforced this feeling. Adriana agreed to spearhead this effort and produce a bibliography. Resources will include articles on career building, resume writing, scholarships, and general career information. Once a bibliography is compiled, delivery of the resources will be the next area of focus.

Recommendations for further study

- Explore a variety of means to deliver these career resources to both members and people exploring the profession, both through the Career area on the SAA website and through print resources.