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Management Group Report Educational Services

November 17, 1998

Job Placement

As of November 9, 1998 2,008 job orders had been entered, and the page (www.kwantlen.bc.ca/jobplace) had been accessed 27,905 times when the Web page went live (April 21, 1997).

The Job Placement Assistant position is located in room 1027 on the Langley Campus, sharing space with School/Community Liaison. A letter has been sent to convenors and employers announcing the new location, along with a complimentary copy of the October Newsletter. The newsletter has also been distributed to each campus and is available on-line.

To support our goal of liaising with organizations involved in finding work for students, we volunteered to coordinate the CACEE Career Connections Conference scheduled February 6, 1999 at the SFU Harbour Centre in Vancouver. This annual event is well received by post-secondary students, receiving comments such as "I found the presenters to be very informative and they all presented the material very clearly. I enjoyed all the presentations and picked up some very useful advice to use towards my employment search." In cooperation with other Lower Mainland institutions, the conference offers an opportunity for

post-secondary students in the Vancouver area to access a variety of career planning, hands-on job finding information, and networking opportunities, all in one day and at the low price of \$10.

On November 26th, Juhli will attend a Langley Chamber of Commerce breakfast meeting to advise business members in attendance of Kwantlen's free service of posting jobs on the internet. Future plans include attending Chamber of Commerce breakfast meetings in Surrey & Richmond as well.

Students are becoming aware of the Job Placement Office and have started dropping by room 1027 on the Langley Campus to discuss their employment needs and to seek assistance in their job search.

A meeting is being arranged with IBT (Newton) and the Employment Centre (Langley) to discuss how we can support each other in our goal to find employment for students and youth.

The Job Placement Brochure has been revised and sent to Marketing for production and should be ready for distribution within a month.

Cooperative Education

Co-op welcomes Paul Richard, part-time Coordinator for the Environmental Protection Technology Program Diploma. He can be reached at Loc. 2769, if you have any great co-op job leads for our students!

Our Co-op Assistant has moved on to a new challenge at the Surrey campus.

We have just posted the opening which will increase to a full time regular position. This is needed to keep pace with the 40% growth we anticipate in co-op in the coming few months!

Daycare

Children are learning independence skills because of the weather change. The children are learning how to put on and take off their rain gear and boots "We'll do the hard part and you can do the rest."

We made it through Halloween. It was a great help having two fathers who volunteered their time. The children were thrilled to receive so much candy. For some of our friends, it was the first time they had experienced Halloween and trick or treat.

The toddler children have been visiting the mall. They were fascinated with the cherry picker used to set up the huge Christmas tree.

Communications

Marlene and Anne are working on a festive issue for the December *Inside*.

Peter is developing the Fashion Degree promotional material. A Fashion Degree marketing and promotions plan is ready and being implemented step by step. The next stage is to do the same for the Interior Design degree.

Marlene is working with Marnie on the 1999-2000 Kwantlen calendar cover.

As of November 30, Arlene Morrison will have been with the Communications Department for one year.

John attended two school district Articulation meetings--Surrey and Delta--where the video was presented. It was very well received.

A final choice has been made for the Kwantlen Eagles logo. Now, the design is being refined for use in multiple applications.

The Communications department is assisting the Awards Office and Development Office with the annual Scholarship and Awards ceremony.

With many changes and events occurring in 1999, the Communications department as a whole is developing a communications framework.