

Career Services Office

Diversity, Inclusion, and Belonging Report

Mission of Career Services Office:

The mission of the Career Services Office is to provide a professional bridge for HGSE students to have impact in the education sector. Our work emphasizes and respects the differences students bring to the career search process. We ask students to bring their full-selves to our office and the job search, so that a stronger bridge can be built to the professional world and help obtain the first position in their chosen profession. Specifically, the CSO works with students by:

- *Educating them about the education sector and functions within;*
- *Providing tools for them to create and market their full-selves to the employment sector, so that they can take charge of their career decision and job search;*
- *Offering opportunities for engagement with employers that allow students to promote their full-selves, as potential employees;*
- *Providing the tools and informing student of the process to obtain licensure.*

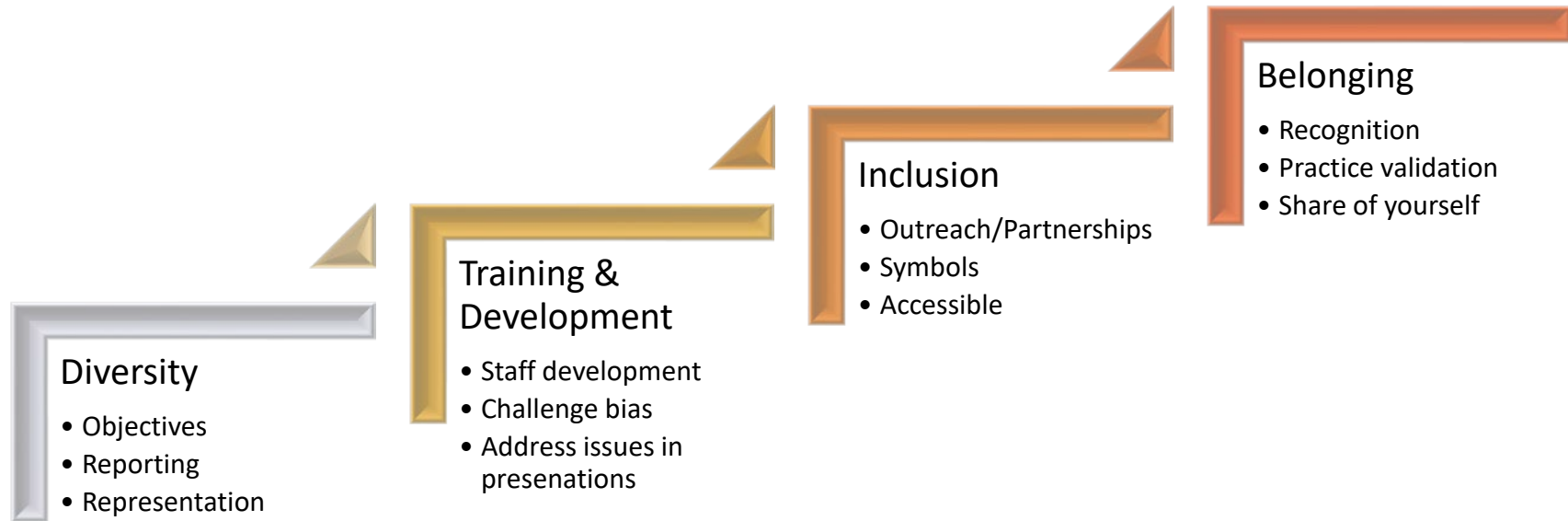
Ultimately, students using our services will make prudent career decisions that result in employment or further study after graduation. Core practice areas include; licensure, internships, and job search assistance. As a part of Enrollment and Student Services (ESS), we collaborate with other ESS units to consider the full student experience. Developing a career trajectory is not whole without considering the development of the student through student services programming.

As a member of ESS, we seek to advance the mission of the School by working with students to create a positive shared and individual experience, while providing a broad range of resources to enable students to be successful at HGSE and in their lives beyond. As a Unit we aspire to:

- Provide outstanding services and support to students;
- Maintain a warm and welcoming community;
- Continue to enhance collaboration among Enrollment and Student Services professionals and faculty in mentoring and advising students in all facets of their graduate education from prospective applicant to alumni;
- Develop and implement strategies to continue to enhance the quality and diversity of the student body;
- Lead efforts to define the meaning of a diverse and inclusive environment for student learning and ensure that all Enrollment and Student Services offices employ best practices in support of a community of students from richly diverse backgrounds;
- Promote a fully integrated curricular and co-curricular educational experience that will guide students in the pursuit of their career and academic goals; and
- Utilize innovations in technology to improve the experience of, and our service to, our constituents.

The HGSE Enrollment and Student Services (ESS) group includes the Offices of Admissions, Financial Aid, Registrar, Career Services and Student Affairs.

Diversity Index:



Diversity Pillar:

“The first three core University constituencies are students, staff, and faculty and academic personnel. Alumni and friends constitute an additional core constituency.” *Harvard Presidential Taskforce on Inclusion and Belonging Diversity* defined “A community that draws on the widest possible pool of talent, one that fully embraces individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values, unifies excellence and diversity. In so doing, it achieves inclusive excellence”. *Draft report of the Harvard Presidential Task Force on Inclusion and Belonging*

- **The Career Services Diversity Pillar serves as a foundational pillar to achieve our goal of inclusion and belonging. By understanding our current state through reporting and understanding representation, we can develop objectives for each academic year. This includes our objectives and processes that ensure inclusion and belonging.**
 - *Analyze class demographics, group formations, and data points from Salesforce to build priorities*
 - *Develop representation through staff, intern, and alumni volunteer succession and selection planning*
 - *Adhere to the spirit and intent of equal opportunity laws in recruiting activities hosted by employers.*
 - *Understand our current knowledge and capabilities to plan vision and goals for subsequent years.*

Training and Development Pillar:

“Members of the Harvard Community are united by a shared commitment to inspired teaching, innovative scholarship, scientific discovery, path breaking creativity, and professional expertise” *Harvard Inclusion and Belonging Taskforce Report*

- **The Career Services Training and Development Pillar serves to inform both our staff and student community of issues faced from our diverse audience, so that we may excel in our profession and build path-breaking programming for our students.**
 - *Develop staff coaching skills through cases focused on career development and D&I issues at the core.*
 - *Advance and challenge our own bias and perceived bias through book club readings and Harvard sponsored trainings*
 - *Identify D&I goal for each staff member for year-end review*
 - *Address D&I issues in relevant presentations and coaching session with students.*

Inclusion Pillar:

“All members of our community should be integrated into academic, professional, and social contexts that permit them to be their authentic selves and that support their academic and professional success, even while challenging them to grow.” *Harvard Presidential Taskforce on Inclusion and Belonging Report.*

- **The Career Services Inclusion Pillar serves to engage our stakeholders to bring in a full-spectrum of ideas and opportunities based on diverse identities.**
 - *Ensure programs, services, facilities, and resources, including technology are accessible to all students and other designated stakeholders.*
 - *Align our communications, representation, and symbols within our office to reflect the diverse populations we serve.*
 - *Develop outreach strategies based on our diversity pillar analysis and future state aspirations.*
 - *Create opportunities for partnership with diverse communities.*

Belonging Pillar:

“When students, staff, faculty members, or academic personnel are integrated into our community in ways that permit them to do their best work, we anticipate that they will experience a sense of full belonging Belonging is the experience that flows from participating fully in the chances Harvard offers to learn, to create, to discover, and to achieve. The experience of belonging also supports full embrace of the responsibilities of stewardship that we all have for the ongoing improvement of our community.” *Harvard Inclusion and Belonging Taskforce Report*

- **The Career Services Belonging Pillar serves to create a sense of rapport and acceptance with our stakeholders. We strive to give psychological safety so that we all can bring our authentic selves without fear of judgement.**
 - *Bringing recognition to stakeholders for their accomplishments.*
 - *Generate feedback loops that allow one to express opinions freely.*
 - *Acknowledge contributions of stakeholders.*
 - *Sharing stories and encouraging others to share their own.*