

Sarah E. Glenn

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PROFESSIONAL WORK EXPERIENCE

West Virginia University Chambers College of Business & Economics | Morgantown, WV

Director, Center for Career Development

October 2021 – Present

- Cultivate a high-performing team that has increased undergraduate first-landing placement rates from 53.3% in 2018 to 75.9% in May 2024 through the development and execution of comprehensive employer relations and student programming strategies
- Establish the Center's annual goals and implement strategic initiatives that align with College and University-wide goals related to industry engagement, enrollment, and student placement
- Launched the Internship Access Fund, which provided \$123,500 in private donor support funds to help students offset internship-related costs in Summer 2024
- Stood up the new "WV Internship Program" designed to retain WVU students in the state upon graduation and provide consultative services to WV businesses; the role is fully funded through a secured donor for two years
- Designed the Gloria Jean Rosenthal Career Closet, which provides students with new suits at no cost thanks to private monetary donations
- Manage alumni engagement strategies to scale our service delivery through alumni-led resume reviews, mock interviews, career coaching services, guest speaking, and more; tracked 718 hours of donated time during the 2023-2024 academic year
- Collaborate with the Development Team to build strategies and proposals that enable us to fully fund all programs and services through employer sponsorships and alumni donations
- Provide strategic leadership and operational support for the Chambers Elite Climbers, an off-the-field career development program for the WVU Football Team, funded by John Chambers
- Support WV workforce initiatives through work with First Ascent, Department of Commerce, etc.

Associate Director, Center for Career Development

March 2018 – September 2021

- Increased undergraduate first-landing placement rates from 53.3% in 2018 to 72.87% in May 2021 through the development and execution of comprehensive employer relations and student programming strategies
- Ensured the CCD team has the tools, resources, and capacity to pivot services effectively in response to external factors, such as the rapid change to a fully virtual delivery model during COVID-19
- Led the transition to a Subject Matter Expert Model (SME) of career coaching services to create a personalized and industry-specific experience for students and alumni
- Established the Center's annual goals and implemented strategic initiatives that align with College and University-wide goals related to industry engagement, enrollment, and student placement
- Managed corporate and employer relations at the undergraduate and graduate levels; adapted programming to meet the rapidly evolving needs of today's employers
- Cultivated partnerships between employers and academic units to ensure that curricula encompass the skills students need to succeed in the workforce
- Generated Center revenues by soliciting sponsorships, philanthropic gifts, and career fair income; consistent year-over-year increase since 2018
- Oversaw successful adoption of new technologies in the center, such as Handshake and JOBMA, to include implementation, garnering student buy-in, and class integration
- Designed and launched the Career Studio, a peer-led career coaching center
- Directed the Center's branding strategy for internal and external audiences through content creation, web development, and email marketing efforts

Adjunct Instructor for BCOR 370: Principles of Management

August 2024 – Present

- Teach one section with 52 students with majors and minors in the Chambers College
- Invite industry professionals to engage with students and provide real-life management examples through guest lectures
- Integrate Forage simulations as a cost-free teaching tool, through which students complete management simulations designed by companies, such as "Teaming@BCG," GE Aerospace's HR module, and Accenture's Project Management module

Adjunct Instructor for BCOR 299: Business Communication

January 2019 – Present

- Teach one section of every fall and spring with an average of 24-37 full-time students

- Integrate corporate partners into the course design to provide students with a real-world application of business communication principles
- Integrate industry professionals into the classroom and curriculum, such as launching the MegaCorp Sales Competition, where students compete in front of MegaCorp Leadership
- Recognized as the “2019-2020 Chambers College Adjunct of the Year”

Adjunct Instructor for HRMG 450: Staffing and Selection

January 2024 – May 2024

- Taught one section of 12 juniors and seniors
- Organized a trip to Columbus, OH, where students met with industry professionals and presented WVU to prospective high school students
- Integrated a new project where students created internship toolkits for small WV businesses who need resources to start their own internship programs

Adjunct Instructor for BCOR 191: Chambers College Orientation

August 2018 – December 2022

- Taught one section of BCOR 191 each fall with an average of 28 full-time freshman students
- Implemented an elevator pitch assignment to improve public speaking skills as well as an informational interview project that focused on both career discovery and professional interpersonal communication

West Virginia University Career Services Center | Morgantown, WV

Associate Director

November 2015 – February 2018

- Provided policy, leadership, and direction for all corporate engagement and employer outreach, as well as the overall strategic vision of the Center. Accomplishments included drafting a comprehensive reorganization proposal that resulted in additional funding to support the transition of our career counselors to career development specialists, along with other team position upgrades
- Created high-level guest experiences for employers from diverse industries, government agencies, and non-profits. Customer satisfaction surveys consistently yielded an average rating of ‘Exceeds or Substantially Exceeds Expectations’ over the last several years
- Managed all external revenue-generating activities, including solicitation of sponsorships, philanthropic gifts, and career fair income, doubling the Center’s operating budget.
- Directed all departmental marketing and communications activities, including adding a full-time public relations staff member, two complete website redesigns, and policy implementation to ensure compliance with WVU brand standards for the following audiences: students, alumni, employers, parents, internal faculty and staff, and community partners

Assistant Director

March 2010 – October 2015

- Hired, trained, and supervised all members of the employer relations, marketing, and events team
- Liaised with the WVU Alumni Association, Foundation, Corporate Relations, University Relations, and academic units, including key faculty and administration
- Ensured that programming met evolving customer needs through benchmarking against peer institutions, collecting and analyzing industry and employment trends, and identifying employers whose talent acquisition needs align with specific WVU academic programs

Employer Relations Specialist

August 2007 – February 2010

- Represented the Career Services Center at national, regional, and local community functions.
- Oversaw the organization and execution of all career fairs and professional development events (over 450 unique employer vendors annually)
- Coordinated experiential learning and campus branding events, such as the Target Case Competition, including preparing and submitting corporate grant requests
- Maintained working knowledge of third-party software programs and technologies used by the Center, such as MountaineerTRAK, powered by Symplicity and CVent Inquisition

West Virginia University First-Year Experience Office | Morgantown, WV

Instructor for WVUe191/University 101

August 2007 – December 2011

- Taught one to two sections of University 101 (now WVUe199) each fall
- Co-developed the assignment for the ‘Careers Engagement’ portion of the curriculum

West Virginia University Office of the Provost | Morgantown, WV

Graduate Assistant

August 2006 – August 2007

- Recruited and trained 76 committee members comprised of leaders across the university
- Coordinated the Foundations of Excellence, a study of first-year initiatives at WVU
- Analyzed the findings of the study and authored a recommendation with an action plan.
- Marketed the study through public speeches and a poster session at a national conference

EDUCATION

West Virginia University | Morgantown, WV

Master of Science in Industrial Relations

August 2007

- Beta Gamma Sigma (4.0/4.0)

Bachelor of Arts in Psychology

May 2006

- Phi Beta Kappa and Summa Cum Laude (3.9/4.0)

COMMUNITY LEADERSHIP

- Former Board Member, United Way of Mon and Preston Counties
- Former Board Member and Vice-President, The Shack Neighborhood House
- Former Chair of the Advisory Board, Generation Morgantown, a Committee of the Greater Morgantown Chamber of Commerce