Ethical Statement on the Use of AI in Career Services

Fall 2024

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Ethical Statement on the Use of Artificial Intelligence in Career Services at Georgetown University

Introduction

The Cawley Career Education Center at Georgetown University is dedicated to leveraging artificial intelligence (AI) to enhance our students' and alums' career development and job application process. Recognizing AI's profound impact on the workforce and society, we aim to empower our community with the knowledge and skills necessary to navigate this evolving landscape responsibly. Our commitment is rooted in transparency, fairness, and ethical use, fostering a culture of continuous learning and informed decision-making.

Understanding AI in Career Services

AI technologies are reshaping career services by offering more innovative resume-building solutions, job matching, interview preparation, and professional development. At Cawley, we focus on the following key areas to maximize the benefits of AI for our students:

Enhancing Career Exploration: AI-driven tools can provide personalized career advice by analyzing individual interests, skills, and experiences. These tools recommend potential career paths, relevant job opportunities, and skills development resources. Cawley strives to ensure that our community can effectively leverage these technologies to make informed career choices.

Improving Applicant Processes: AI can streamline job application processes by offering resume scanning, job-matching algorithms, and automated application tracking features. These tools help candidates otpimize their application documents and identify roles that align with their qualifications and aspirations.

Supporting Professional Development: AI tools can identify skills gaps and recommend targeted learning opportunities, enabling individuals to upskill and remain competitive in the job market. By embracing AI, Cawley aims to provide our students with resources to enhance their professional growth and adapt to industry changes.

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Ethical Considerations & Best Practices

Cawley is deeply committed to fostering ethical AI practices. This commitment goal is demonstrated through our initiatives, which are designed to ensure the use of AI aligns with our values and goals.

Education, Awareness, and Empowerment through Knowledge: Cawley is committed to educating our community about the capabilities and limitations of AI technologies. Through workshops, handouts, and online resources, we aim to raise awareness about the ethical considerations associated with AI use, including, but not limited to, issues of bias, data privacy, and decision-making. Additionally, Cawley is dedicated to empowering our students by providing them the knowledge to navigate AI tools effectively. Our 'AI Career Toolkit' includes resources on crafting effective prompts, understanding AI outputs, and integrating AI insights into career planning.

Critical Evaluation of AI Tools: Cawley strongly encourages our community to critically evaluate AI-generated recommendations and insights. By understanding how AI tools function and recognizing their potential biases, individuals can make informed decisions that align with their personal and professional values.

Promoting Diversity and Inclusion in AI-assisted Recruitment: At Cawley, we believe that AI has the potential to be a powerful tool for promoting diversity and inclusion in the recruitment process. Cawley is committed to our community harnessing the power of AI-assisted recruitment to attract diverse talent. Through AI-powered candidate sourcing, analyzing recruitment materials for biased languages, and reducing implicit bias in resume parsing, Cawley envisions a future where AI contributes to creating equitable opportunities and actively challenges existing biases in recruitment. However, Cawley stresses the importance of our community being mindful of their AI recruitment solutions and the potential risks these technologies may pose, recognizing that AI decision-making algorithms have historically been susceptible to inherent biases, even when designed with safeguards against them. This awareness ensures AI's ethical and responsible use in our recruitment practices.

Advantages & Disadvantages of AI in Career Services

To make the most of AI technologies, it is essential to understand their advantages and disadvantages.

Advantages:

- **Efficiency and speed:** AI can quickly process small and large volumes of data, offering real-time insights and recommendations.
- **Personalization:** AI tools provide tailored career advice based on individual experiences.
- **Accessibility:** AI-driven platforms can offer users resources and support regardless of location or time constraints.

Disadvantages:

- **Bias and Fairness:** AI systems can perpetuate existing biases present in training data, leading to unfair outcomes if not addressed.
- **Privacy Concerns:** AI involves collecting and analyzing personal data, raising concerns about data security and consent.
- **Over-reliance on Technology:** Excessive dependence on AI tools can limit human judgement, critical thinking skills, and communication skills, three essential aptitudes for navigating your career development.
- **Paywalls:** AI resources only accessible behind a paywall can raise equity concerns.

Conclusion

The integration of AI into career services presents both opportunities and challenges. At Cawley, we are committed to guiding our students and alumnus through this transformation with integrity and responsibility. By prioritizing education, ethical considerations, and continuous learning, Cawley aims to harness AI's potential to effectively and safely empower individuals in their career journeys and contribute positively to the Georgetown University community.

The career path and lifespan of a student graduating in the 21st-century is unprecedented—an 18-year-old entering college today has a 50 percent chance of living to be 100 years old and will work in new industries and jobs we cannot yet imagine. Career development must be re-imagined for a 100-year life that will inevitably include multiple career changes.

Grounded in a Jesuit commitment to the whole person, we will help each student on their path to a fulfilling career, equipping them with the skills needed to excel in a 21st century economy.

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