

## **Alumni Career Volunteers Terms of Reference AY 2019-20**

You are now part of a very special group of alumni, and we thank you!

The Career Services Office (CSO) aims at facilitating a climate where both alumni and students can engage informally in mutually rewarding relationships focused on career goals including both work and further study. This climate is built around educating community members about effective relationship building, on facilitating the flow of information and also on recognizing and rewarding volunteer contribution.

We value highly your contribution as an alumni career volunteer manifested in providing information, time and advice and, through those, contributing to the professional development of students and your fellow alumni.

### **What you can do:**

- Share jobs, internships, volunteering or fellowships opportunities either directly to CSO team members or by posting them to the online [career>next](#) platform or on social media outlets frequented by students and fellow alumni (such as CEU Career Services Facebook group, CEU Alumni and friends LinkedIn groups)
- Represent your own employer or organization in presentations and events organized on campus or at your premises (shadowing, company visit, etc.)
- Connect CSO with your own employer to partner on CEU-specific or CEU-preferred internship or job opportunities for students and alumni
- Introduce students or fellow alumni to a connection or recruiter or to your own employer by forwarding their application or by making a connection.
- Participate as a speaker in panel discussions, workshops or other networking programs (Living Library, etc.) organized by CSO
- Initiate and/or deliver a career program like workshop or training that is aligned with the CSO priorities and timelines
- Engage in a mentoring relationship with a student or fellow alumni by advising them on strategies for job searching (e.g. informational interview), at the initiative of the student or alum, or mediated by CSO
- Provide content for career articles, stories and interviews for CSO communication

### **How we recognize you:**

In order to facilitate volunteer recognition, we have a two-tier system that recognizes **levels and frequency of engagement**.

<b>Involvement level</b>	<b>Criteria</b>
Level 1: Volunteer Pro	<ul style="list-style-type: none"> <li>• Shares at least 3 vacancies with the staff or on social media</li> <li>• Organizes one career workshop or info-session, invited by CSO</li> <li>• Participates as panel speaker invited by CSO</li> <li>• Introduces own employer and career opportunities to students by organizing a presentation on- or off-campus</li> </ul>
Level 2: Volunteer Champion	<p>Engages in at least two of the following:</p> <ul style="list-style-type: none"> <li>• Regularly shares vacancies with the staff or on social media</li> <li>• Organizes career workshops or info-sessions, invited by CSO</li> <li>• Participates as panel speaker invited by CSO</li> <li>• Introduces own employer and career opportunities to students by organizing a presentation on- or off-campus</li> <li>• Engages as career mentor, actively assisting at least one student or fellow alum</li> <li>• Connects CSO with own employer to partner on CEU-specific or CEU-preferred internship or job opportunities</li> </ul>

A **Volunteer Pro** fulfills at least one Level 1 criterion. A **Volunteer Champion** either fulfills at least two Level 2 criteria or volunteers with several CEU teams (Alumni Relations, Career Services or Student Recruitment). For example, an active chapter contact who also volunteers as a career volunteer is eligible to become Volunteer Champion for that academic year.

To maintain a level status, a volunteer has to remain active and fulfill the criteria for that particular level during an academic year. Existing volunteers will be reviewed and categorized retroactively, based on their activity within the current academic year. Volunteer Champions who no longer fulfill the criteria will get a one-year grace period.

### **What's in it for you?**

- E-badges, updated each year (CEU Volunteer 2019, CEU Volunteer 2020 etc.), available to all volunteers
- Honor rolls of all volunteers on the ARO website, and career and recruitment volunteers on the CSO website
- Electronic holiday cards

When you reach the Volunteer Pro status:

- Volunteer spotlight article on the ARO website and in e-news
- Exclusive events, similar to donor and society member receptions
- Certificates for helping students develop professionally for career volunteers
- Handwritten holiday cards
- CEU promo items to alumni speakers at career events, accompanied by 'Thank you' cards/messages

When you reach the Volunteer Champion status:

- Discounted tickets to the Reunion Gala
- Invitation to President's Reception during Reunion Weekend

- Invitation to ALF, public recognition during ALF
- Shortlisting for the Alumni Impact Awards (Community Category)
- Recommendations on LinkedIn profiles
- Access to select workshops and trainings for own professional development or for increasing alumni volunteer potential