The Career Network Program is managed on the local chapter level by the Career Chair position, in collaboration with the Alumni Volunteer Coordinator in Alumni Relations and the Director of Career Services. The Career Network Chair is the contact person for alumni seeking career networking opportunities in the alumni chapter. Career networking can take place through chapter career-oriented events and through a more in-depth follow up process between and among individuals.

Since effective career networking ultimately depends on personal/professional relationships and interactions, this person should be motivated, outgoing and an effective networker in his or her own professional life. This person also should have the time and flexibility to devote a few minutes a week to this effort, so that those who tap into the network get a prompt response.

The primary role of the Career Network Chair is twofold:

_Making Connections_

Once a year, the Career Chair will chair the committee that organizes the “Making Connections” networking event and will be a visible figure and the “host” of that event. In geographical regions where alumni chapters have not previously held “Making Connections” events, smaller, more informal gatherings (i.e. Business and Career Networking) of alumni/students/parents may be more appropriate and may be arranged. There may be potential, after some time, to expand the informal event to an established program like “Making Connections” if enough interest and participation exist.

Both formal and informal opportunities will give the Career Chair the opportunity to introduce him/herself, explain his/her role and how he/she can help, explain what Trinity is trying to accomplish through this network, and lay the foundation for future contacts with people who want to be volunteers or who might want career networking help. Since this is a high-profile, long-standing all-chapter event, the president as well as other officers should also be highly involved in helping organize and stage this event.

_Career Network Process_

On a regular basis, the Career Chair will work to put alumni seeking networking contacts, job networking referrals, or basic career advice in touch with (1) alumni volunteers (including the Career Network who post their Career Alumni Snapshots accessible online) who agree to offer advice or career contact referrals and (2) data and human resources that the University offers. As part of this role, it would be his or her responsibility to grow the stable of volunteers identified in that city or region through personal outreach, through interactions at local chapter or national events, and through communications with University staff regarding people in the local area who are willing or likely prospects to be volunteers.
The Alumni Office and Career Services offer their assistance to you as Career Network Chair to:

- Promote the Alumni Online Directory as a networking tool in communication with your chapter alumni
- Encourage chapter membership to enroll in the Career Network
- Refer alumni to other online and/or campus career resources
- Coordinate career chapter activities
- Coordinate regional efforts to welcome new alumni in your area
- Provide local chapter career referrals