



Trinity University Career Network

Chapter Career Network Chair

2017-2018

Alumni play a very important role in assisting the Alumni Office and Career Services in supporting alumni and students in their career development and management by providing access to resources, tools and chapter activities. In addition, the Career Network provides opportunities to bring Trinity University alumni and current students together around career information.

Each Trinity Alumni Chapter Board has a position for a Career Network Chair to support the chapter volunteers in the network. The Chairperson plays an important role in connecting alumni to volunteer opportunities in their area and to the Alumni Volunteer Coordinator in the Alumni Relations Office. The Alumni Volunteer Coordinator works with each Career Network Chair to help them carry out these important functions.

Duties and Responsibilities

- **Provide a support system for your area Career Network volunteers**
 - Serve as chapter's point of contact to answer network volunteers' questions.
 - Encourage all chapter members to update their Alumni Directory profiles.
- **Help secure volunteers for Career Network activities and personally volunteer, as your schedule allows**
 - Volunteer opportunities include: Making Connections career networking programs, coordinating with the Center for Experiential Learning and Career Success to provide information and resources for student internships, answering student questions about career selection and development, supporting your fellow alumni in their careers.
- **Put Students and Alumni seeking networking contacts, job networking referrals, or basic career advice in touch with Career Network volunteers**
 - Trinity University Alumni Group in LinkedIn is an interactive tool for alumni and students to connect.
- **Organize the Annual Making Connections event for the Chapter**
 - Work with the Chapter Board during the planning event in the summer.
 - Arrange for a venue and refreshment.
 - Work with the Alumni Volunteer Coordinator for marketing to chapter members and students from the area.
- **Recruit new volunteers for your area**
 - Suggested approaches include: reaching out to your fellow board members, advertising the opportunity to become involved at chapter events, informing alumni new to the area about the Career Network.
 - Refer potential new volunteers to the Alumni Volunteer Coordinator and send welcome email.

Resources

- **Office of Alumni Relations, Alumni Volunteer Coordinator** : *Elizabeth Ford '93, '96*
 Earned a BA from Trinity in Religion in 1993 and an MS in Health Care Administration in 1996. Managed volunteers at Santa Rosa Children's Hospital and the Witte Museum before returning to Trinity.
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- **Career Services Office** can provide career and industry information and resources to assist the Chair and Career Network volunteers.
- **TigerJobs** provides access to job and employer information.
- **Alumni Association Board, Careers Committee**: Chapter Career Chairs are also supported by the AAB committee as part of their mission.