

## **Dickinson Finance & Business Network Advisory Committee Volunteer Job Description**

**Dickinson College Mission:** To prepare young people, by means of a useful education in the liberal arts and sciences, for engaged lives of citizenship and leadership in the service of society.

### **Volunteer Position Mission:**

To apply Dickinson's useful education in the liberal arts and sciences, and their unique perspectives as graduates of Dickinson working in the business and financial services sector, to building exciting opportunities for lifelong learning and connection to each other, current Dickinsonians and the college.

### **Main Duties & Responsibilities:**

- Represent Dickinson in the business and financial services sector and stay up-to-date on college initiatives.
- Plan strategy and programming during two or more annual meetings.
- Share insights and ideas about relevant and exciting topics and speakers for future programming.
- Help secure program speakers through personal and professional connections.
- Encourage the hiring of Dickinson alumni and students among professional peers, highlight available positions among the Dickinson network and create employment pipelines when possible.
- Identify spaces/locations for in-person events and foster a connection between the location and the Offices of Alumni and Parent Engagement whenever possible and/or underwrite costs for in-person programming whenever possible and able.
- Respond to requests (funneled through the Office of Alumni Engagement) by student groups and academic departments that wish to use the expertise or experience of the members of the network (e.g., classroom speakers, career speakers, speakers to specific clubs like the student investment group).
- Reach out to appropriate alumni and parents and encourage them to join the network and attend events.
- Occasionally assist with personalized communication development (e.g., draft emails).
- Maintain regular and timely contact with the Office of Alumni Engagement.
- Make an annual philanthropic contribution to the college.
- Recommend others to serve in this network and in other volunteer roles.

### **Skills Acquired:**

- Community organizing and outreach.
- Event management and coordination.
- Brand representation.

### **Estimated Time Commitment:**

- Length of term: 1 year (minimum), with the opportunity of renewing for one additional term.
- Estimated hours per month: 1-2.

### **On-Campus Partnerships:**

The Office of Alumni Engagement, the Office of Parent Engagement, the Office of College Advancement, the Career Center and various academic departments and student groups

### **Benefits:**

- Prestige and recognition amongst the Dickinson alumni and parent communities.
- Access to insider information about college initiatives.
- Opportunities to engage with other Dickinson volunteers and advisory boards.
- Broader social and professional network.
- Occasional discounted rate for event attendance.