

CAREER DEVELOPMENT POSITION DESCRIPTION AND AGREEMENT

MISSION OF THE ALUMNI ASSOCIATION

The mission of the University of Dayton Alumni Association is to foster life-long involvement of alumni with the University in support of its mission to be a top-tier national Catholic research university in the Marianist tradition.

GOAL OF ALUMNI COMMUNITIES

Our focus is engagement. As we build our alumni network around the world, we are interested in offering opportunities for our alumni to engage with UD's campus, students and with one another.

POSITION PURPOSE: To plan and execute meaningful career development opportunities that upholds the mission of the Alumni Association and the University. The career development chair will lead the coordination of these opportunities from start to finish.	
Key Responsibilities: <ul style="list-style-type: none"> • Plan and execute at least one career development event throughout the fiscal year (July 1–June 30). • Recruit others to help in the planning and execution of event(s). • Be an active participant in the community and on the leadership team. • Use peer-to-peer outreach, through personal connections, emails, phone calls and social media, to increase alumni participation at community events. 	
Leadership Team: This chair is a member of the alumni community's leadership team. All leadership team members will have a yearly discussion with Alumni Relations staff and the Community Leader to evaluate strengths, areas for growth and goals for the upcoming year.	
Length of Appointment: One-year term with option of renewal pending the chair's interest and the yearly evaluation with Alumni Relations and Community Leadership Team.	Time Commitment: One to three hours per month. More time may be needed when planning an upcoming event.
Qualifications: Basic knowledge of event planning; passion for the University of Dayton; interest in career development and building opportunities for alumni to network, reconnect, and further their careers.	
Support: This chair will be supported by other members of the leadership team and the Alumni Relations staff.	

I have read, understand, and agree to the responsibilities explained above.

Career Development Chair

Date

Community Leader

Date

Alumni Relations Staff

Date