CAREER CENTER VOLUNTEERS PROGRAM

Who We Are:
- Undergraduate students from all majors
- Outgoing, friendly, with strong interpersonal skills
- Enthusiastic about helping other students achieve their career goals

We Are Committed To:
- **Volunteering approximately 5 hours per month during the fall and spring semesters for career activities**
- Interacting with employers, students, and Career Center staff during Career Fairs and other career events
- Marketing the Career Center through distribution of flyers in high traffic areas
- Working with faculty to schedule times to make Career Center announcements in classes
- Assisting with outreach efforts to student organizations
- Participating in brainstorming/feedback sessions regarding Career Center programs and services
- Attending training sessions as appropriate

Benefits of Being a Career Center Volunteer:
- Interaction with employers at the Career Fair and exclusive Networking Breakfast
- Build professional skills in communication and leadership
- Receive priority access to Signature Career Events
- Build new friendships
- Learn how to utilize Career Center resources to achieve your career goals

Characteristics of a Career Center Volunteer:
- Full-time undergraduate status at Temple University
- Completion of at least one full semester
- Strong communication and interpersonal skills
- Flexible, friendly and a positive attitude
- Reliable and dependable
- Creativity (ability to generate new ideas)

*PLEASE NOTE THIS IS AN UNPAID, VOLUNTEER POSITION*

**HOW TO APPLY:**

**Step 1:** Complete the attached Career Center Volunteer application and submit to:
Kathy Francis, Career Coach
Career Center, 220 Mitten Hall
Kathy.francis@temple.edu, 215-204-0499

**Step 2:** You will be contacted to schedule a meeting to discuss the program requirements and review your application
CAREER CENTER VOLUNTEERS PROGRAM
APPLICATION

NAME:_______________________________TU ID#:__________________________

LOCAL ADDRESS:__________________________________________________________

PERMANENT ADDRESS:_____________________________________________________

CELL PHONE:________________________________________________________________

EMAIL:_______________________________________________________________

FIRST SEMESTER AT TEMPLE (ie. Fall 2009):______________________ GRADUATION DATE:____________

CUMULATIVE GPA:_________________ MAJOR(S):_________________________________________

Do you have a job?  Y / N  If yes, where?________________________________________

Are you available to volunteer approximately 5 hours per month?  Y / N

If no, how many hours a month are you available? _____

Answer the following questions (1-2 paragraphs per question): You may answer these on a separate page if you need additional space.

1) Why do you want to be a Career Center Volunteer and what would you bring to the organization?

2) Describe a Career Center event or service you found to be beneficial to you or other students and explain why.

3) Describe how you would encourage your peers to take advantage of Career Center services and events.

4) List any extra-curricular activities which you have been or are currently participating in (include Organization Name, Dates of Involvement and Leadership Positions):

5) You may also attach a resume if you would like to share additional information about your background and experiences.