Career Connector Alumni Agreement

I wish to participate as a Career Connector in the Century College Alumni Association Career Connectors Initiative and therefore agree to the following:

1. Creating or updating a relevant LinkedIn profile
2. Connecting with my student(s) at least 2 hours per month for the duration of one academic semester (in person if possible)
3. Communicating with and responding to my student(s) in a timely manner
4. Notifying my student(s) if I cannot meet/connect with him/her for any reason and rescheduling any cancelled meetings
5. Being a resource to my student(s) between regular monthly meetings
6. Communicating in a timely manner with the Alumni Director if I feel uncomfortable or experience any issues or problems during my participation in the program
7. Sharing resources and experiences with my student, including, but not limited to:
   a. resume and cover letter writing/editing
   b. interview tips/practice
   c. exploring student's talents, skills, and career interests
   d. identifying and nurturing soft skills/life skills/professional etiquette
   e. connecting student to relevant and beneficial professional networks
   f. attending a networking event with the student
   g. bringing student to my place of employment for a job shadow day
8. Recommending the Century College Career Services office for resources and services my student(s) may use for additional assistance in their career development
9. Treating all information exchanged as confidential unless both parties agree it can be disclosed to other
10. Agreeing to read and adhere to the Volunteer Code of Ethics and Conflict of Interest Policy, and submitting any potential conflicts of interests to the Alumni Director in writing, along with this signed and dated form

Name:__________________________________________ Date:____________

Signature:________________________________________________________