

XPD – Experience & Professional Development

Position Title: Faculty, External Relations Advisory Committee Member

Primary Staff Contact: Laura Hammond, Associate Director XPD (lhammond@csbsju.edu)

Purpose of Position: To foster relationships with external partners on behalf of CSB/SJU students in order to procure internships, service opportunities, and/or full-time opportunities. Work with XPD staff and alumnae/i external relationship development volunteers to create and maintain experiences that will help Bennies and Johnnies realize and achieve their professional goals and prepare for life after college.

Responsibilities:

- Leverage professional networks to serve and support the advancement of Saint Ben's and Saint John's student experience and professional development efforts
- Assist XPD staff, CSB/SJU alums, parents, and other external partners, in exploring possible connections to CSB/SJU students (e.g., service options, internships, or full-time positions). Faculty Advisory Committee members would cultivate relationships, share initial information and steward those connections to appropriate personnel on-campus.
- Participate in 1-2 committee meetings per semester and/or other scheduled touch points with CSB/SJU staff; complete relationship development reports or updates (as necessary)
- Engagement with students as appropriate; especially around academic/career advising and fair seasons to assist students in networking and finding professional development opportunities
- Attend events such as Career Expo and the Job and Internship fair (along with others) and complete duties as assigned where possible
- Champion all efforts that encourage faculty members, alumni, and other friends of CSB/SJU to connect students with professional opportunities

Qualifications:

- Must be a faculty member of the College of St. Benedict or Saint John's University
- Must have an interest in supporting CSB, SJU, and their students, its alumni, parent, and other external partners
- Must be willing to attend 1-2 committee meetings per semester and/or other scheduled touch points with CSB/SJU staff.
- Willingness to submit relationship development reports or updates (as necessary), particularly around relationships developed or sustained
- Must be engaged in student advising, in particular around academic/career advising and fair seasons to assist students in networking and finding professional development opportunities

Training Requirements:

- 30-60 minute orientation (online or in-person) with XPD staff person, which will review current review organizational structure and policies sponsored by XPD (including industry and professional best practices), as well as provide talking points for volunteers engaged in external partner relationship development on behalf of CSB/SJU.

Time Commitment:

- Approximately 1-2 meetings/semester. Engagement with student advising as appropriate; especially around advising and fair seasons. Career Expo takes place in November, while the Job and Internship Fair and Networking Reception take place in February. These months may require higher time commitment.

Benefits:

- Provide important service to the institution and students.
- Skill development in areas of career and professional development advising and student mentorship. Also skill-building for external relationship development.
- Ability to showcase the value of a liberal arts education from CSB/SJU to the broader community (locally and globally). In particular, representing the students and unique needs of your academic division.
- Ability to connect and collaborate with parents, CSB/SJU alumnae/i, and others to foster relationships with current and new friends of CSB/SJU.

College of Saint Benedict/St. John's University Expectations:

- Act as faculty ambassadors of CSB/SJU in your respective communities, promoting CSB/SJU as experience and professional development opportunities arise.
- Participate fully in the execution of your advisory committee assignment.
- If unable to fulfill your volunteer duties, submit a written resignation to your staff contact and participate in a volunteer exit interview.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Supervising Staff Signature: _____ Date: _____

Date Reviewed: 2/17/14
