Position Title
Student Member, Advisory Board

Position Type
Volunteer Leadership (unpaid)

Office Affiliation
Office of Alumni Relations

WHO WE ARE: Since 2007, the Bucknell Professional Network (BPN) has been the engine for Bucknell alumni to interact globally across industries. Through innovative events - both in-person and online - the BPN creates engagement opportunities for alumni across all professional areas to build on the educational foundation established at Bucknell. The BPN is here to help Bucknellians build businesses, grow professional contacts, and drive career growth.

BOARD OF ADVISERS: The BPN provides a myriad of tools to alumni and the greater Bucknell community to enrich their professional experience and to engage with and connect to alumni in ways that will enrich their professional prowess. A BPN Adviser is a catalyst for this potential lifelong connection and is the front line contact for the BPN off campus. Our advisory board are volunteer leaders that are carefully chosen from amongst a group of very qualified members of the Bucknell community which includes alumni and parents. This student position will support the alumni office and the board and its efforts to engage the Bucknell community.

THE BPN IS CURRENTLY SEEKING: Bucknell Juniors & Seniors for 2 Student Volunteer Adviser Positions. Candidates will be selected from members in good academic standing of the Junior & Senior Classes. One member of each class will be selected. Students intending to study abroad for an entire academic year are not eligible at this time.

ADVISER TERMS: Junior Class Adviser will serve for two academic years
Senior Class Adviser will serve for one academic year
Upon graduation, advisers will receive special consideration for full alumni BPN board membership (Advisory board members commit to a five year term)

OPPORTUNITIES & BENEFITS OF POSITION:
- Access to BPN Board Members & Their Network of Industry Professionals
- Structured Professional Learning Sessions/Workshops with BPN Panel Members
- Industry Specific Overviews
- Mentorship from BPN Board Members with Quarterly One-on-One Meetings
- Resume Advice & Interview Best Practices
- Professional Office & Email Etiquette Advice
- Business Acumen Webinars (Presentation Skills, Negotiation, etc…)
- Attendance at Off-Campus BPN Business Networking Events Free of Charge

POSITION RESPONSIBILITIES:
- Assist BPN Administrative Staff with projects as necessary
- Attend BPN Board and committee meetings (by phone)
- Record, transcribe and distribute the minutes from meetings
- Assist the BPN committees with alumni outreach, marketing, social media efforts & networking events
- Serve on two of four BPN committees with guidance provided by committee chairs
- Membership & Sustainability – Driving Recruitment, Targeting New Board Membership
- Strategic Planning & Initiatives Development – Event Planning & Orchestration
- Constituent Engagement – Alumni Outreach & Connection
- Marketing & Communications – Alumni Communication, Branding & Social Media Effort
Participate in all BPN on-campus events including Homecoming & Reunion Weekend
Attend & support additional on-campus alumni events
Participate and assist at off campus events within geographical reason
Provide the student perspective on discussion and networking topics

QUALIFICATIONS:
- Must be a Bucknell junior or senior in good academic standing with the University
- Strong administrative and organizational skills with the ability to multitask
- Proficiency with Microsoft Office Suite (Word, Excel, Power-Point)
- Excellent written and oral communication and presentation ability
- Recommendations from faculty or alumni not required but strongly encouraged

INTERESTED IN APPLYING? Bucknell.edu/BPNAdvisoryBoard or Bit.ly/bpnapp

QUESTIONS? CONTACT US AT: Bucknellpronet@bucknell.edu or ilm002@bucknell.edu

APPLICATION DEADLINE: October 14, 2016
Candidates selected to interview for the position will be contacted by the BPN Membership & Sustainability Committee to arrange a date and time.