DUKE ALUMS ENGAGE REPRESENTATIVE

The Duke Alums Engage Representative is responsible for fostering an environment in which the value and benefits of giving back to the community are understood. They will also explore and promote civic engagement opportunities in the region to continue Duke’s mission of knowledge in service to society.

SPECIFIC DUTIES

• Provide opportunities for volunteerism and civic engagement within the region
• Identify a volunteer to lead the annual project during DAE week of service
• Work closely with the Communications Committee Chair to advertise events to create Regional awareness of the event
• Coordinate communications with DAE committee
• Accurately record member attendance at all events
• Coordinate event plans with DAA for invites and marketing
• Perform other responsibilities assigned by the DAA as needed
• Plan two events per year – one specifically during DAE week

TIME COMMITMENT

The Duke Alums Engage representative position requires 5-8 hours per service project

TERM LIMIT AND REQUIREMENTS

This position is appointed by the co-chairs and serves for two years. The appointment can be renewed.

QUALIFICATIONS

• Must be able to coordinate reflective discussion at the conclusion of event
• Ability to encourage and inspire service