PROFESSIONAL DEVELOPMENT COORDINATOR

The Professional Development Coordinator’s role is to act as a linkage between regional career and professional resources and the Duke Futures program in the Duke Alumni Association. The Duke Futures program provides resources for alumni career and professional support and helps alums hire Duke students and alums more easily.

SPECIFIC DUTIES

• Help to identify and engage career and professional speakers and other resources in the region to support career and professional events.
• Act as communication pipeline and liaison between the region and the DAA’s Director of Duke Futures.
• Advocate for career and professional programming as a priority in the region by raising visibility through leadership and shepherding of alumni volunteers.
• Encourage the Board to include career and professional development related programming in the region. Examples include industry verticals-related programs, personal development programs and networking events.
• Help align regional professional event calendars.
• Work with lead volunteers running various regional programs including Business Breakfast and Table For Six events.
• Attend local events to share information on career and professional initiatives and develop relationships with regional alumni.
• Help channel inquiries about recruiting leads to the Duke Futures resources (www.Duke-Futures.com).
• Perform other responsibilities assigned by the DAA as needed.

TIME COMMITMENT

The Professional Development Coordinator position requires 3-5 hours per month, not including program time. This is a new initiative, so time commitment may vary.

TERM LIMIT AND REQUIREMENTS

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

QUALIFICATIONS

• Must agree not to use role for benefit of personal job search
• Willingness to communicate with Career Services professionals within the Duke community.
• It is beneficial if volunteer is interested in developing a network of speakers and contacts as speakers.