**Office of Volunteer Programs**

***Position Descriptions Worksheet and Guidelines***

[*https://givegab-cornell-alum.herokuapp*](https://givegab-cornell-alum.herokuapp)

**\* = required information**

**Page 1**

**Cornell Interest Area\***

* Admissions and Financial Aid
* Athletics and Physical Education
* Atkinson Center for a Sustainable Future
* Baker Institute for Animal Health and Feline Health Center
* Class Programs
* College of Agriculture and Life Sciences
* College of Architecture, Art and Planning
* College of Arts and Sciences
* College of Engineering
* College of Human Ecology
* College of Veterinary Medicine
* Computing and Information Sciences
* Cornell Career Services
* Cornell Lab of Ornithology
* Cornell Law School
* Cornell Plantations
* Cornell University Library
* Cornell's Adult University
* Diversity Alumni Programs
* Division of Student and Academic Services
* Entrepreneurship @ Cornell
* Fundraising
* Government and Community Relations
* Greek Life
* Honor Societies
* Industrial and Labor Relations School
* Johnson Graduate School of Management
* Johnson Museum of Art
* Office of Human Resources
* Regional Clubs
* Religious Organizations
* School of Hotel Administration
* Technology Transfer
* University Communications
* University Wide Organizations

**Community\*** (name of volunteer organization)

**Volunteer Position Title\*** (title of position you are describing)

**Number of Seats**\* (how many of these positions exist in your organization?)

**Summary of Position\* (100 words or less)** (describe the position responsibilities)

Please list any prerequisites required in order to be considered for this position.

**Process for Filling this Position is:\***

* Submission of a nomination
* Must meet eligibility criteria
* Direct appointment by staff or administration
* Open (Volunteers self-identify)

**Nominations Process**

Link for Nominations Form: <https://www.surveymonkey.com/s/YVQFLX8>

Start Date:

End Date:

**Position Location\***

* This is a non-geographically based opportunity
* This position has a required location

Address Line 1

Address Line 2

**Zip/Postal Code\***

**Responsible Contact** *(Who is the point person for this position?)*

**Contact Name**\*

Position Title

**Email**\*

Phone Number

**Eligible Constituencies (Select all that apply)\*** *(Who is eligible to hold this position?)*

* Alumni
* Parents
* Friends

**Page 2: Talent Expectations (Skills)**

Pick no more than 2-3 skills in each category. Please provide job specific requirements in the spaces provided.

**Communicate**

* Layout and/or Design

*Examples: Newsletters, posters, invitations, websites and other publicity materials*

* Write and/or Edit

*Examples: Newsletters, blogs, articles, class columns, websites, and invitations*

* Speak to Groups

*Examples: About career paths, Cornell experiences, philanthropy, volunteering*

* n/a

**Please describe the activities specific to this position that support your selections. \***

**Lead/Manage/Serve**

* Organize, Plan and/or Host Events

*Examples: Cornell Cares Days, Admitted Student Receptions, Reunion event, Dean's Reception*

* Lead a Group

*Organize/run meetings
Develop and oversee work plans
Implement and coordinate initiatives
Examples: Membership committee, Club president, Reunion Campaign Chair*

* Manage Projects

*Analyze and report data
Develop and implement a work plan
Produce an annual report
Examples: Archives, budgets, Newsletters, Class membership dues*

* Serve on a Committee

*Participate in meetings
Review, discuss, and provide support for activities/functions
Provide expertise on committee subject matter*

* n/a

**Please describe the activities specific to this position that support your selections. \***

**Build/Maintain Relationships**

* Engage Individuals

*Invite others to participate
Encourage gifts
Solicit nominations*

* Mentor

*Orient new members
Coach members about roles and future opportunities*

* Represent Cornell

*At Cornell events (greeter, welcome and introduce speakers, ambassador)
At non-Cornell events (career fairs, secondary schools, university presidential inaugurations)*

* n/a

**Please describe the activities specific to this position that support your selections. \***

**Page 3: Industry/Area of Expertise**

Choose up to 3 (Optional)

* **Agriculture and Veterinary**

Farm Supplies
General Farm Mostly Animals
Crops
Landscape/Planning
Veterinary Services
Forestry
Fish Hatcheries
Florist
Animal Specialties & Aviaries (Bees)

* **Arts, Sport, and Entertainment**

Amusement and Recreation
Entertainment/Entertainment Group
Professional & Amateur Athletes
Service Allied to the Movies
Gyms - Paid Clubs (e.g. Curves)
Golf Courses

* **Chemicals**

Chemicals/Allied Products
Industrial Inorganic Chemicals
Petroleum Products
Pharmaceutical Prep
Soap and Other Detergents
Agricultural Chemicals & Ethanol/Etharel

* **Construction and Contractors**

Heavy Construction
Residential Construction
Special Trade Contractors

* **Education**

University/Colleges
Elementary/Secondary
Schools/Educational Services

* **Electronics and Machinery**

Electrical Supplies
Household Appliances
Industrial Machinery
Misc. Metals
Office Machines [Computer Manuf. - IBM/Intel]
Radio/TV Equipment

* **Financial**

Real Estate Investment Trust
Accounting [eg Ernst & Young]
Credit Reporters (not credit cards) [eg Kintera]
Personal Credit Institutions [eg credit card companies]
Medical Services
Insurance Agents [Broker/Service]
Investment Advisors
Investment Officers [Goldman Sachs, Citi, Hedge Funds]
Management Investments
National Commercial Banks
Real Estate Agents [Jones LaSalle, CBRE]
Mortgage Banker
Foreign Trade/Internet Bank]

* **Government**

Executive Ofc [Pres, Cabinet, Gov't, Mayor, Amb., State Dpt]
General Government
Legislative Bodies [Congress]
US Postal

* **Hospitality, Tourism, Transportation**

Airlines
Eating Places
Hotels
Travel Agents
Water Transportation
Railways

* **Law and Safety**

Law firms
Prosecutors, Public Defenders, Gov’t, Lawyers
Police
Firefighters
Correctional Institutions
Courts

* **Libraries and Museums**

Botanical/Zoological Gardens
Libraries
Museums

* **Management and Consulting**

Business Consulting
Management Consulting Svc. [Deloitte, Bearing Pt.]
Management Services

* **Manufacturing and Wholesale**

Candy
Glass
Apparel
Soft drinks
Durable Goods
Food Preparation
Furniture
Groceries
Manufacturing Industries
Non-Durable Goods
Photo Equipment
Sporting and Recreational Goods
Textile
Wood
Dairy Products
Tobacco
Games/Toys
Wine and Distilled Beverages
Sales Reps
Books

* **Medical and Social Services**

Hospitals [Kaiser Permanente]
Health/Allied Services
Health Care Facility
Health Practitioner
Dentist
Medical Doctors Office
Nursing/Skilled Care Home
Social Services

* **Mining**

Metal Ores
Non Metals
Oil/Gas

* **National Security**

National Security

* **Organizations**

Civil/Social
Labor Unions
Professional
Religious

* **Publishing**

Misc. Publishing
Newspapers
Periodicals

* **Research**

Non Physical
Physical
Noncommercial research org [NIH]

* **Retail**

Computer and Software Stores
Department Stores
Misc. Apparel and Accessories
Misc. Retail
Misc. Food
Cars
Auto and Home Supply

* **Services**

Advertising [Public Relations]
Architectural Services
Business Services
Computer Maintenance and Repair
Computer Related Svc. (Software) [3579 for computer Mfr]
Employment Agency
Engineering Services
Information Retrieval
Misc/Personal [spa]
Repair
Services [sculpture]

* **Telecommunications**

Communication Services
Telephone Communication

* **Transportation Manufacture/Research**

Aircraft and Airplane Equipment
Guided Missiles [NASA]
Motor Vehicles
Trucking
Bus Transportation

* **Utilities**

Alternative Energy: Solar/Eind/Bio Fuel
Other Utilities/Electric [NYSEG, Con Ed, GE, NiMo, PSENG]

**Page 5: Time and Philanthropic Expectations**

**Average Time Commitment\***

* 1-2 hrs/day
* 3-5 hrs/day
* 5-7 hrs/day
* 7-10 hrs/day
* 1-2 hrs/week
* 3-5 hrs/week
* 5-7 hrs/week
* 7-10 hrs/week
* 1-2 hrs/month
* 3-5 hrs/month
* 5-7 hrs/month
* 7-10 hrs/month

**Duration (for short term positions)\***

* One Day - One Week
* One Week - One Month
* One Month - One Semester
* One Semester - One Year
* Not Applicable

**Term of Office (for appointed/nominated positions) \***

* 1 Year
* 2 Years
* 3 Years
* 4 Years
* 5 Years
* 6 Years
* Not Applicable

**Number of Terms of Office \***

* 1 Term
* 2 Terms
* 3 Terms
* Not Applicable

**Hiatus Required? \***

* Yes
* No

If yes, how long?

**Yearly Philanthropic Expectations\***

* Make a gift to Cornell at a level of individual comfort
* $1,000 - $4,999 (Quadrangle Club)
* $5,000 - $9,999 (Tower Club)
* $10,000 - $24,999 (Dean's Circle)
* $25,000+ (President's Circle)

**Dues Required\***

* No organizational dues are required
* Organizational dues are required

**Does this position involve meeting attendance? \***

* Yes
* No

**If yes, please elaborate :**

* Meetings on campus
* Meetings off campus
* Meetings via conference call

Meeting locations off campus

**How many meeting per year?\***

* 1x year
* 2x year
* 3x year
* 4x p year
* Monthly
* Other

If there is additional meeting information, please explain

Are there any additional attendance requirements? For example, TCAM, committee meetings, Reunion, etc.