**Office of Volunteer Programs**

*CUVolunteer Position Description Worksheet and Guidelines*

**Page 1**

**Interest Area\***

* Admissions and Financial Aid
* Athletics and Physical Education
* Atkinson Center for a Sustainable Future
* Baker Institute for Animal Class Year
* 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
* Cornell Tech
* Diversity
* Entrepreneurship @ Cornell
* Fundraising
* Graduate School
* Greek Life
* S. C. Johnson Graduate School of Management
* Herbert F. Johnson Museum of Art
* Industrial and Labor Relations School
* Regional Clubs
* Religious
* ROTC
* School of Hotel Administration
* Student and Campus Life
* Student Honor and Service Societies
* University Wide

**Volunteer Position Title\***

**Number of Seats**\*

**Summary of Position\* (100 words or less)**

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 to Nominations Form:

Nominations begin: mm/dd/yy

Nominations end: mm/dd/yy

**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**

**Contact Name**\*

Position Title

**Email**\*

Phone Number

**Eligible Constituencies (Select all that apply)\***

* Alumni
* Parents
* Friends

**Class Year**: \_\_\_\_\_\_\_\_\_\_

**Gender**: \_\_\_\_\_\_\_\_\_\_\_\_



**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: Farming**

Animal Farm

Dairy Farm

Fruit and Vegetable Farm

* **Agriculture: Other**

Agricultural Commodities & Supplies

Forestry

Winery & Vineyard

* **Animals: Animal Health and Conservation**

Veterinary Services/Animal Care

Zoos

* **Animals: Other**

Animal Breeding & Competition

Animal Specialties

* **Arts & Culture: Distributors**

Art Galleries or Sellers

Movie Distributors

* **Arts & Culture: Talent and Production**

Art Production

Film/Television Production

Live Entertainment

Music Production

Professional & Amateur Athletics

* **Consulting**

Business Consulting
Management Consulting Svc.
Management Services

* **Design/Planning**

Architectural Design

Art & Graphic Design

Fashion Design

Interior/Ergonomic Design

Landscape Design & Planning

Urban Planning

* **Education: Libraries & Museums**

Botanical/Zoological Gardens
Libraries
Museums

* **Education: Schools**

Higher Education

Primary & Secondary

* **Entrepreneurship**
* **Finance: Banking**

Corporate Banking

Development Finance

Investment Banking

Retail/Commercial Banking

* **Finance: Financial Services**

Credit Services

Financial Advisory

Insurance Services

Investor Services

Trading Services & Platforms

* **Finance: Investment Funds**

Hedge Fund

Private Equity

Sovereign Wealth

Wealth & Investment Management

Venture Capital

* **Government & Law: Government**

Federal

Local (County, Town, Village)

State

* **Government & Law: Legal Practice**

Arbitration/Mediation

Large Law Firms

Legal Services

Lobbying Firms

Private Law Practice

* **Health: Healthcare providers**

Hospitals & Health Centers

Long-Term Care

Office of health Provider or Specialist

* **Health: Healthcare Tech**

Biotechnology

Medical Devices

Pharmaceuticals

* **Hospitality: Recreation**

Casinos & Gambling

Chain Restaurants, Cafes, & Bars

Golf Courses & Clubs

Gyms & Personal Training

Independent Restaurant, Cafes, & Bars

Spas

* **Hospitality: Travel/Tourism**

Hotels & Resorts

Travel Agencies & Related Services

Tourist Attractions & Amusement Parks

Cruise Lines

* **Manufacturing: Consumer Products**

Alcoholic Beverages

Apparel & Accessories Manufacturer

Durable Consumer Products

Foods & Edible Products

Household Goods/Décor

Motor Vehicles

Nonalcoholic Beverages

Nondurable Consumer Products

Sports & Recreational Goods

* **Manufacturing: Industrial Products**

Aerospace Manufacturer

Chemical Products

HVAC Manufacturers

Industrial Components & Materials

Industrial Equipment & Machinery

Mass/Large-Scale Transit Manufacturers

Textiles

* **Media: Broadcast Media**

Radio Broadcasting

Television Broadcasting

* **Media: Internet-Based Media**

Online media

Social Media

* **Media: Print Media**

Book Publishing

Newspapers & Periodicals

* **Natural Resources: Energy**

Electric Power, Generation, & Distribution

Gas Extraction, Manufacture, & Distribution

Non-Nuclear Renewable Energy

Nuclear Energy

Oil Extraction, Refinement, & Distribution

* **Natural Resources: Mining**
* **Nonprofit**

Environmental Organizations

Foundations

International Development

Labor Unions

Noncommercial Scientific Research

Professional Association

Public Policy

Religious Organizations

Social/Human Services

Social Justice Advocacy

* **Real Estate: Construction**

Commercial/Public Construction

Residential Construction

* **Real Estate: Management & Sales**

Real Estate Investment

Real Estate Management

Real Estate Sales

* **Research**

In Government/National Labs

In Public Policy

In Academia

In Nonprofits

In Industry/ Corporate

* **Retail**

Automobile Retailers

Consumer Products Specialty Retailers

Clothing/Accessories/Shoes Retailers

Department Stores

Food & Drink Specialty Retailers

Grocery Stores

* **Services: Business**

Accounting/Auditing Services

Advertising, marketing, & Public Relations

Auction

Business/Management Consulting

Engineering Services

Human Resources & Recruiting

Printing & Delivery Services

* **Services: Consumer Services**
* **Technology: Hardware and Components**

Artificial Intelligence/Robotics

Electronic Components

IT Infrastructure (Enterprise Solutions)
Simulated Environments

Technology Hardware & Devices

* **Technology: Software Services**

Alternative Payments & Currency

Data/Information Science

IT Services

Online Retail

Online Services & Platforms

Software & Application Developers

Telecommunications

* **Transportation**

Airlines

Bus Service

Car Service

Railways

Shipping/Water Transportation

Trucking



**Page 5: Time and Philanthropic Expectations**

**Average Time Commitment\***

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

**Duration (for one time/ad hoc positions)\***

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

**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 require meeting attendance? \***

* Yes
* No

**If yes, please elaborate**
(Choose as many as apply)

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

Off Campus meeting locations

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

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

If there is additional meeting information, please explain

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

