50th Anniversary Volunteer Position Description:
PROFESSIONAL AND WORKPLACE ORGANIZING - “FIND ROAMING RETRIEVERS”

Volunteer Position Title: Professional and Workplace Organizing Partner

Mission: To celebrate UMBC’s 50th Anniversary and to shine a spotlight on the university’s impact in our community, across the nation and the world by connecting with its 65,000+ alumni as they develop their careers and recognize the role UMBC has played in their lives.

Purpose of Volunteer Role: To help reach fellow UMBC alumni by making workplace connections, displaying UMBC pride in professional spaces and encouraging alumni to share and/or update their contact information with the UMBC Alumni Relations department.

Responsibilities and Specific Duties: Professional and Community Organizing Partner volunteers may participate in any or all of the following ways:

1. **Host a UMBC Pride Day in Your Workplace**
   a. Identify fellow UMBC alums in your workplace – Lots of employers have large numbers of UMBC alumni, but they may not be connected. We need you to identify and connect them!
   b. Organize a social event (breakfast, happy hour) for coworkers who are fellow UMBC alums.
   c. Disseminate information about 50th Anniversary events as well as your company UMBC Alumni Pride Day.
   d. Distribute UMBC giveaways.
   e. Put on your black and gold and encourage others to do the same.
   f. Promote your company’s UMBC Alumni Pride Day on social media, asking everyone to tweet or post pics of your black and gold garb to share your pride.

2. **Connect Your Professional Network with Day of Service**
   a. Be a part of UMBC Alumni Day of Service (in development - more details to come).
   b. Coordinate the UMBC alums at your workplace to use any paid volunteer time off for the UMBC Alumni Day of Service.

3. **Encourage alumni to take advantage of their company’s Matching Gift program**

4. **Highlight the Success and Impact of UMBC Alumni**
   a. Submit updates and stories about fellow UMBC alumni in your network via alumni.umbc.edu/campusupdate to recognize your colleagues’ and friends’ accomplishments and to further demonstrate UMBC’s impact on your community.
   b. Help promote alumni accomplishments and news stories that have been shared via UMBC Magazine (http://magazine.umbc.edu/) and the Alumni news blog (https://umbcalumni.wordpress.com/), by sharing, linking to them and reposting/retweeting them.
5. **Organize Targeted, Professional Industry-Specific Networking Events**
   a. Partner with Alumni Relations staff to organize or host an industry-specific networking events.
   b. Identify events and conferences in your industry or professional field with exhibit opportunities.
   c. Navigate the process of gathering information about sponsorship opportunities and/or signing UMBC up as an exhibitor (funding may be available).
   d. Organize networking events for UMBC alumni during industry conferences or symposiums with large concentrations of alumni.
   e. Attend conference/event to staff the UMBC table or booth and promote UMBC and the 50th Anniversary events.

6. **Promote Professional and Workplace and other 50th Anniversary Events**
   a. Promote events via your personal social networks.
   b. Set up times to go to the new 50th digital space to connect with other alumni, share stories, and promote programs.

7. **Encourage Contact Information Updates** — The UMBC Office of Alumni Relations wants to connect with as many alumni as possible! Help us encourage alumni in your community and professional space to go to alumni.umbc.edu/update to update their contact information, and to share the campaign on social media.

**Qualifications:** Professional and Community Organizing Partner volunteers must:

- Be a UMBC alumna/us — We are seeking out alumni from a variety of degrees, majors and graduation years!
- Become familiar with the 50th Anniversary celebration and its goals.
- Be outgoing and enjoy engaging others in conversation.
- Be able to spend extended periods of time on your feet, possibly outside when staffing events.

**Time Commitment:** Time commitment will vary by volunteer responsibilities, above.

**Location:** Varies based on specific interest, but would likely include volunteer’s place of employment, online/digital space, or possibly off-site or campus location.

**Training:** Contingent upon volunteer role; all necessary training will be communicated by designated volunteer coordinator. Specific training about effective networking skills may be offered.

**Benefits:**

- Opportunity to share your love of your alma mater and give back to UMBC
  - UMBC has gained national attention, and your support promoting the university makes your degree more valuable as the university continues its upward momentum.
- You can be as involved as you would like as the time commitments for each role are variable and flexible.
- You will be exposed to great opportunities for networking (professional or otherwise).
- You’ll be engaged by giving back to your alma mater in a very visible and fun way during an exciting and historic moment for our UMBC.
- You will have access to some hot new UMBC swag.
- You will be acknowledged at a special Volunteer Thank You event.

**Signup Process:** Contact umbc50@umbc.edu with any questions and go to 50.umbc.edu/volunteer to sign up to volunteer.

**Supervision and Support:** A staff member from the UMBC 50th Anniversary Professional and Community Organizing Committee will always be available for questions, feedback and support; name and contact information will be provided upon signup.