CAREER SERVICES STUDENT ADVISORY BOARD MEMBERSHIP CONTRACT

Student’s Name___________________________         Cell Phone: ______________________

Major __________________________________

Classification:             Freshman            Sophomore                Junior                  Senior

Face book name: __________________________         Twitter ID: _______________________

This agreement is between the above student (student or member herein) and the Career Services Student Advisory Board. The parties agree to the following:

- in order to seek advice, input and feedback from students
- to provide a channel for career related communication between students, faculty and the department director
- to provide students with a voice in the development of career related programs and to create an approachable atmosphere for students to voice their opinions and concerns
- to provide students with an opportunity for leadership roles
- to enable students to make a difference in their college program
- contributes positively to the purpose of the Board,
- Inform Board Advisor if my desires to remain a member change; and
- to meet with the program director a minimum of one time within a two week period.

I _________________________________ agree to the above terms of this Student Advisory Board. I understand that if this contract Is breeched in any way, I may be asked to reevaluate my career aspirations and could possibly be removed from the CSSAB.

_______________________________________  
Sign

_______________________________________
Date
The Career Services department is currently accepting volunteers for the Career Services Student Advisory program. This will prove to be a very beneficial program for students. The following are excellent reasons for being involved in the Student Advisory Program:

1-Great opportunity to develop professional networking skills
2-Excellent way to be involved with Career Services Opportunities
3-Tremendous opportunity to build your resume
4-Potential for future hiring opportunities

We are looking for individuals who will portray a professional image, communicate effectively on a professional level, and who are interested in building their professional network.

Student Advisors will perform their job and work with the public, campus staff and students while always demonstrating respect, teamwork, and cooperation, integrity, and courteousness and professional behavior.

**Duties Include:**

- Represent Career Services, the Colleges, and Elizabeth City State University professionally and with prestige.
- Greet and assist recruiters on campus
- Assist employers with their booth setup and/or tear down for Career Fairs
- Assist with the marketing and promotion of Career Services events, programs, and services
- Provide ongoing student input and feedback to improve Career Services communications and marketing
- Develop marketing materials and programs that will appeal to students
- Help plan and implement marketing blitzes and promotions
- Advertise events through street team marketing and flyers
- Perform public relations role and act as student ambassador
- Assist at Career Days and special events
- Conduct student surveys

**Benefits of Participation**

Students who volunteer have the opportunity to participate in special projects based on their unique interests and talents.

- Develop highly marketable skills: leadership, communication, marketing, public relations, and organizational
- Obtain valuable experience to build your resume
- Interact with employers, administrators, and career services staff.
The Elizabeth City State University Office of Career Services is implementing the "Career Services Student Advisory Board", which is the Student Advisory Committee. These students excel in academics, professionalism, and have a desire for progression. The Career Services Student Advisory Board serves as the liaison between the student body, the Office of Career Services, and the professional community. The Career Services Student Advisory Board is governed by the NACE Policies and Procedures, which govern the Office of Career Services. Students from each field of study at Elizabeth City State University will be selected, based on the recommendations of their respective departments, to serve on this prestigious committee.

The Career Services Student Advisory Board will serve as a point of contact with the student body, disseminating information from the Office of Career Services as it becomes available. This advisory council will also have the opportunity to participate in seminars and workshops from the Office of Career Services on an "early bird" basis, having first-hand availability of the services offered.

The Career Services Student Advisory Board (CSSAB) will contribute to the development and continuous updating of the Career Services Center. It is established:

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- to provide students with an opportunity for leadership roles; and
- to enable students to make a difference in their college program.

The Qualifications are as follows:

- Students must be registered with the Office of Career Services;
- Students must be rising Sophomores, Juniors, and Seniors;
- Students must have and maintain a minimum 2.5 GPA;
- Students must show remarkable leadership skills in their respective departments;
- Students must maintain a professional demeanor;
- Students must possess the ability to articulate well, work effectively with a diverse group of individuals, & maintain flexibility;
- Students must attend regularly scheduled meetings, which will be held on the second Tuesday of each month; and
- Students must be available to assist with recruiter visits on campus.

The Duties and Responsibilities are as follows:

- Attend and participate in all Career Services Student Advisory Board meetings;
- Serve as a liaison between the Office of Career Services and the student body to disseminate information;
- Serve as a professional representative of the Office of Career Services, The Division of Student Affairs, and the University as a whole;
- Facilitate and promote interaction amongst the student body, departmental chairpersons, professors, faculty, staff, the Chancellor and the Office of Career Services;
- Work cooperatively with the Office of Career Services Professional Staff; and
- Provide administrative support, including assistance during the Career Fairs and other recruiting visits on and off campus as necessary.

Some Incentives for serving on the Career Services Student Advisory Board are as follows:

- Visual representation on the Office of Career Services website [i.e.: pictures];
- Opportunity to attend seminars and workshops provided by the Office of Career Services, such as: Dining Etiquette, Interviewing Skills, Dress for Success;
- First-hand contact with representatives from the Career Fairs and on-campus recruiters; and
- Potential travel opportunities to other campuses at the discretion of the Director of the Office of Career Services.