



CAREER *services* CENTER

PHONE 513-745-3141
FAX 513-745-3523

WEB www.xavier.edu/career
E-MAIL csc@xavier.edu



VOLUNTEER OPPORTUNITIES

Gain increased exposure on the Xavier University campus by volunteering to take an active role in Career Services Center programming. If you are interested in presenting, assisting with mock interviews, critiquing resumes, or sponsoring an event, please complete and return this form or contact Julie Ridge at (513) 745-3140.

I am interested in volunteering for the following activities:

- Resume Critiques
- Mock Interviews
- Presenting on the following topics:
 - Resume/Cover Letter Development
 - Interviewing
 - Job Search
 - Internships
 - Portfolios and Brag Books
 - Networking
 - Other: _____
- Mentoring

I am interested in participating in the following Career Services Center programs:

- Careers in...Liberal Arts – panelist (October 6, 2009, 5:00 PM)
- Careers in...Advertising, Marketing, PR – panelist (October 13, 2009, 5:00 PM)
- Careers in...Helping Professions – panelist (October 21, 2009, 5:00 PM)
- Internship Week: Internships for Liberal Arts students- panelist (November 11, 2009, 5:00 PM)
- Employer Critique Week (*February 8-11, 2010 – tentative*)
 - Resume Reviews (*February 8, 9 – tentative*)
 - Mock Interviews (*February 10, 11 – tentative*)
- Networking Workshop – presenter (*February 17, 2010 – tentative*)
- Women’s Issues in the Workplace Conference– various topics (*Sat., February 20, 2010 – tentative*)
- Graduate School Panel - panelist (*March 23, 2010 – tentative*)
- Career Road Trips
Hosting 8-12 female liberal arts students interested in internship opportunities at your place of employment for up to 2 hours (*date pending grant funding: tentative dates: Jan. 6-8, 2010 or March 3-5, 2010*)

Name: _____

Title: _____

Company: _____

Email: _____ Phone: _____

Thank you for volunteering! A Career Services Center staff member will follow up with you regarding your participation in the above activities.