Application for 2015 Class Agent

Application Deadline
Friday, April 10, 2015

Please complete and return to:
Dominican University
Office of Alumnae/i Relations
7900 West Division Street, Power 114
River Forest, IL 60305
(708) 524-6490
alumni@dom.edu
www.dom.edu
Class Agent Job Description
Class of 2015

PURPOSE
Class Agents serve as important ambassadors of Dominican University, as well as conduits between the university and their classmates. Class Agents are critical in maintaining the relationship between alumnae/i and Dominican University. Class Agents represent their classmates and keep their “finger on the pulse” of their class so the Alumnae/i Relations office can better serve and engage our alumnae/i. *Note: for our newer/larger classes we suggest 2-3 Class Agents.

GOALS
1. **Develop and maintain active communication** with classmates
2. **Increase participation in the Alumnae/i Association through the promotion of:**
   - Alumnae/i Association events and campus programming
   - The Fund for Dominican
   - Dominican as a college choice for prospective students
   - Dominican students and graduates as employees/interns
   - Participation in Alumnae/i Weekend (formerly Reunion Weekend) activities, especially during milestone reunion years

RESPONSIBILITIES

REPORTING AND UPDATING INFORMATION
- Solicit and submit updates/accomplishments for the Dominican University Magazine two times per year.
- Notify the Alumnae/i Relations office of any changes to a classmate’s contact information.
- Tell the Alumnae/i Relations staff about any notable milestones in classmates’ lives throughout the year

COMMUNICATION
- Disseminate news about event and volunteer opportunities at Dominican University via the communication you find most successful with your class (Facebook page, email, phone, U.S post).
- Create and maintain a Facebook page for your class.
- “Like” the Dominican University Alumnae/i Association page on Facebook and frequently put appropriate posts on the page in order to encourage interaction with others.

RECRUITMENT and RESOURCE
- Refer a student for admission for either undergraduate or graduate studies at Dominican.
- Work with the Dominican University Office of Career Development to aid current students and graduates in obtaining jobs/internships.
- Promote and support university events and projects benefiting alumnae/i.
- Be a resource for the Alumnae/i Relations office when recruiting volunteers for various committees, events, and special projects.
REUNION PLANNING (during milestone reunion years)
- Serve as a member of the Reunion Planning Committee; help recruit others to the committee.
- Write a letter encouraging reunion attendance and class giving.

QUALIFICATIONS
- Genuine interest in the mission and a desire to further the strategic goals of Dominican University.
- Commitment to engaging alumnae/i in the life of the university in the most appropriate ways for each alumnae/i (time, talent and/or treasure).
- Connected to classmates and willing to reach out to different constituents within your class to make connections.

COMMITMENT: Time, Talent and Treasure

Time
- The time commitment involved is typically a few hours per month, depending on how many Class Agents are serving a class and the class size.
- Make time for regular touch points with the Alumnae/i Relations staff throughout the year.
- Make every attempt to be present for the annual Class Agent meeting in the fall.

Talent
- Utilize your skills, interests and experience to enhance and further the strategic goals of Dominican University, especially in the areas that influence the Alumnae/i Association.
- Help identify unknown people in pictures on our Facebook page or throughout Alumnae/i Weekend.

Treasure
- Make a gift to the Fund for Dominican to reflect your gratitude for your Rosary College/Dominican University experience. Gifts at any level are appreciated.
- Preserve our history! Submit pictures, letters referencing faculty, and other memorabilia to our archives to help preserve our heritage (after 1982 there were no longer yearbooks; so much of our history was not accurately recorded).
DOMINICAN UNIVERSITY
OFFICE OF ALUMNAE/I RELATIONS
APPLICATION FOR CLASS AGENT

Please Type or Print Clearly

LAST NAME                        FIRST NAME                        MIDDLE NAME
NICKNAME                         MAIDEN NAME (IF APPLICABLE)
CLASS YEAR                       MAJOR

LOCAL/CAMPUS ADDRESS
CITY                             STATE                         ZIP
LOCAL PHONE                      CELL PHONE
CAMPUS PHONE EXTENSION           DOMINICAN EMAIL

PERMANENT HOME ADDRESS
CITY                             STATE                         ZIP
PERMANENT HOME PHONE             PERSONAL EMAIL

PERSONAL INFORMATION

MEMBERSHIPS, AFFILIATIONS, VOLUNTEER WORK (PLEASE, LIST ANY AWARDS, HONORS OR SPECIAL RECOGNITION YOU HAVE RECEIVED)

Hobbies and other interests

For Staff Use Only

App Received: _________ Round 1 Interview: _________ Round 2 Interview: _________