Career and Professional Development Center and Student Groups
Policy for Co-Sponsoring Career Events

As the Nicholas School Career and Professional Development Center (CPDC) has primary responsibility for career events and employer engagement, we would like to partner with student groups to co-sponsor alumni and/or employer career related events. Employers can be NSOE alumni, Duke alumni, and non-alumni practitioners.

To increase and enhance student-employer interactions, in partnership with student groups, CPDC will provide:

- **Employer Identification**: Help identify employer contacts for your events
- **Employer Relations Strategy**: Provide expertise so that events reflect the engagement objectives of employers.
- **Partnerships**: Facilitate sustainable partnerships between employers and targeted student group as well as appropriate faculty and staff members.
- **Funding**: The CPDC will provide supplemental funding to student groups who partner with us in hosting employer/alumni events (Career Treks, conferences, career panels, etc.)
- **Training**: Tailored career training for your club to prepare for the event

A. POLICY GUIDELINES

The following guidelines apply to all student organization co-sponsorship requests:

- Student groups must request co-sponsorship by first contacting CPDC alumni and employer liaison, Glenda Lee, gslee@duke.edu. Please use subject line: NSOE Student Group Career Event Request a minimum of two weeks in advance.
- Student groups are expected to cooperate in consolidating career events that attract similar employers, as well as avoid duplicating events presented or co-sponsored by the CPDC.
- Student organizations may not hold any career events that duplicate the focus of any other CPDC activity or other student group within two weeks of a scheduled program.
- Student group events that involve third-party commercial organizations (i.e., staffing agencies) or that provide a product or service offered by the CPDC will not be approved for Career Center co-sponsorship.
- Student groups assign one officer to serve as CPDC liaison in order to facilitate clear and effective communication.
B. ROLES AND RESPONSIBILITIES

Responsibilities for producing approved co-sponsored events are shared between the CPDC and student organizations.

CPDC major responsibilities are:

- **Customer Service**: In addition to service provided by the Student Group, CPDC will provide extra level of service through regular communication with employers in order to establish personal connections and build recruiting value.

- **Invitation List**: Collaborate with student organization to finalize targets and contact information in advance of invitation to avoid duplication and “overuse” of employer/alumni contacts.

- **Registration**: Integrate registration and contact functions with CPDC systems

- **Questions**: CPDC will be a resource to answer student questions or concerns regarding event administration

Student Groups’ major responsibilities are:

- **Calendaring**: Selecting date, time and space which doesn't conflict with major NSOE or CPDC events or recruiting activities (e.g., information sessions, career panel discussions, student group conferences, etc.).

- **Customer Service**: In addition to service provided by the CPDC, student organizations provide extra level of service through regular communication with employers. We recommend 2-3 members rotate in taking the lead for each employer activity in order to establish personal connections.

- **Expenses**: Administer all collections, accounting functions, and reimbursement requests

- **Location/Parking/Shipping/Food**: Oversight of all related logistics

- **Publicity/Communication**: In addition to CPDC calendar listing for events, student groups publicize event on campus.

- **Thank You Notes**: A member of the student group is responsible for sending a “snail mail” thank you card to the employer/alumni. CPDC will pay for cards and postage.