

Dinner with Alumni Host

Mission Statement

The Office of Alumni Relations leads the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

Volunteer Position Summary & Purpose

The Dinner with Alumni (DWA) program offers GW students the chance to build connections and network with alumni, and their peers, over dinner. With over 50 dinners hosted a year by GW alumni, this program has proven to be a valuable way for participants to form professional and mentor relationships with alumni. Dinners are held in October, November, March and April as well as some over the summer in July and August. Dinner hosts are encouraged to co-host with another alumnus/a.

Major Duties & Responsibilities

- Hosts organize the dinner details, including picking a location, making a reservation, paying for the dinner, and selecting the number of students they would like to host.
- Share positive experiences about your time at GW and beyond.
- Discuss strategies for major selection, career direction and leveraging leadership involvement.

Desired Skills, Attributes, & Competencies

- Communicator - Uses verbal, written, and nonverbal communication to gather information and deliver key messages.
- Planner/Organizer - Plans, organizes, and prioritizes work to meet established deadlines and standards.
- Diversity-Minded - Values the diversity of others and their perspectives.
- Facilitator - leading or coordinating the work of a group, as one who leads a group discussion.

Skills & Competencies to be Acquired

- Relationship Builder - Builds and actively maintains working relationships and/or networks of contacts to further the organization's goals.



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Expectations & Reporting

- Work with the Associate Director, Student-Alumni Programs to confirm a date, time, location and biography submission four (4) weeks prior to the dinner.
- Hosts will have regular and timely communication with the Associate Director throughout the planning of the Dinner with Alumni via email and/or phone.
- Hosts are expected to the dinner conversation with the students.
- A couple days prior to the dinner, hosts will be connected with their student guests.

Training

- An initial conversation with OAR staff member coordinating the students for dinner
- Beginning in fall 2017, an initial training course will be provided to all volunteers at the start of their term by the Office of Alumni Relations.
- Hosts will be provided a facilitation guide to assist with dinner conversation.
- Additional training opportunities may exist throughout the course of the volunteer period.

Time Commitment

- Planning and preparation for the dinner is approximately 1-2 hours and the dinner typically lasts 2 - 3 hours.

Annual Philanthropic Obligation

- Hosting a Dinner with Alumni event is considered a gift-in-kind to the university with the submission of receipts.

Staff Partnership

Dinner with Alumni hosts will work closely with the Associate Director, Student-Alumni programs prior to the event.

Benefits

Dinner with Alumni hosts will have the opportunity to meet with current students and share positive experiences about their journey to becoming a successful professional. Additionally hosts have stayed connected with the students from their dinner throughout the student's time at GW. In some cases, this networking dinner has led to internships and job opportunities for the student.



Office of Alumni Relations

Staff Contact

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