



# Oregon State University Alumni Association

## Alumni Career Webinar Presenter

Serving as a presenter for the OSU Alumni Association career series webinars is a great way to be involved with alumni and students, share knowledge, and meet other presenters and speakers.

The OSUAA alumni career services director oversees and manages the career webinar process and leads the direction of the webinar program.

### Career series webinar presenter responsibilities:

- Work with OSUAA alumni career services director to identify presenter topics
- Provide content and PowerPoint slide information to OSUAA alumni career services director
- Assist with developing poll question for the audience
- Communicate with other co-presenters on webinar content and outline
- Assist with marketing alumni career series webinar
- Participate in the live webinar

### OSUAA alumni career services director responsibilities:

- Invite and coordinate career series webinar presenters and webinar dates and times
- Create the initial PowerPoint presentation and poll questions
- Communicate with presenters on all webinar preparation steps
- Work with OSU WorkSpace and OSUAA marketing team to create event page, registration page, marketing emails and various marketing messages
- Facilitate all communication with OSU WorkSpace
- Market webinar to alumni and students
- Moderate and lead during the live webinar recording
- Process and ID attendees and send attendee lists to relevant stakeholders

### OSUAA or OSU campus partner responsibilities:

- Share ideas for career series webinar presenters and webinar dates and times with alumni career services director
- Work with alumni career services director to market webinar
- Attend the webinar and introduce themselves to audience if available on webinar day

### Benefits

- Provide online platform career programming to alumni and students
- Expand volunteer opportunities for alumni
- Serve a more diverse audience of alumni through virtual programming

How to apply: [online volunteer form](#)