

**COMPANY INFORMATION SESSION LIAISON 2016­-2017 APPLICATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_ Student ID #: \_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a separate number for texting, write it here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The role of a liaison is to run company information sessions that generally require about two hours total. Each year, we host approximately 50­70 information sessions throughout the year. We hope to hold even more next year!

Responsibilities

* Set up for sessions before they begin and clean up when they are over
* Bring supplies from the Corporate Relations (CR) office
* Welcome recruiters and help out with their setup needs
* Complete ***mandatory*** Liaison Training (~ 2 hours, Sept. 3 from 10:00 AM ­ 12:00 PM in Olin 165)
* Complete a minimum of ***three info sessions in the fall*** (~ 6 hours) **and *two in the spring*** (~ 4 hours)
* Attend 2 out of 3 liaison socials (~ 2 hours, up to you)

Benefits

* Full 2016­2017 SWE national membership reimbursement for those who complete their responsibilities
* Opportunities to network with company representatives one­on­one before sessions begin
* Learn how to communicate professionally with recruiters
* Free food at information sessions
* **Estimated number of sessions you would be willing to run this year:**
* **Have you been a volunteer at any SWE company info sessions?**
* **Please list any leadership in SWE or other student organizations.**
* **Why do you want to be a liaison for Company Information Sessions?**
* **Do you have any ideas for improving CR and the Company Information Sessions?**
* **Postering liaisons help advertise company information sessions throughout the engineering quad. Would you be interested in also becoming a postering liaison?**

*Questions about the application or position? Feel free to email Katherine Tang (kat86).*

*Please email the completed application to* [*kat86@cornell.edu*](mailto:kat86@cornell.edu) *by Thursday, Sept. 1 at 12:00 PM. Thank you! ☺*