**COMPANY INFORMATION SESSION LIAISON 2018-2019 APPLICATION**

Name: \_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_ Graduation Year (e.g. 2022): \_\_\_\_\_\_\_\_

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 50-70 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. 2nd 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 2016-2017 SWE national membership reimbursement for those who complete their responsibilities
* Opportunities to network with company representatives one-on-one before sessions begin
* Learn how to communicate professionally with recruiters
* Free food at information sessions

**1) Estimated number of sessions you would be willing to run this year: \_\_\_**

**2) Have you been a volunteer at any SWE company info sessions? \_\_\_\_**

**3) Please list any leadership in SWE or other student organizations. \_\_\_\_**

**5) Why do you want to be a liaison for Company Information Sessions?\_\_\_**

**6) Do you have any ideas for improving CR and the Company Information Sessions?**

**7) 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 Ambikaa Jaggi (aj369).*

*Please email the completed application to aj369@cornell.edu by Wednesday, September 5th at 11:59 PM. Thank you! ☺*