

UB Geology Alumni Advisory Board
Outreach Committee - status
Dave Muscalo / Gary Kent

Committee Members: Kent, Muscalo (Co-Chairs), Basinski, Citron, Ellis, Frederick, Hooper

Committee Objective:

In collaboration with the department, improve communication and engagement with alumni, the community and industry to enhance opportunities for our students.

In addition, to become a resource for alumni and friends to increase involvement and strengthen their relationship with the department

A. Enhance Career Mentoring for Current UB Geology Students by: Promoting Skill Sets, Industry Awareness, and Employment Network Assistance.

Task A1: Opening Brainstorming Session: David Muscalo to give talk on 10/16/08 about careers in Geology and meet with student club representatives to discuss mentoring needs of current students and assess how the committee can work with student clubs. Initiate brainstorming sessions with students to compile a list of employment concerns / questions.

Deliverable – Summary of student questions (FAQ beta)

Representative Alumni - Dave Muscalo

Status - Gave talk on 10/16/08 and met with Grad Club president

Task A2: Develop a monthly “town meeting” style agenda to deliver presentations of “Lessons Learned”, career paths, and field questions from students;

Deliverable - Calendar of department / alumni meeting dates

- Arrange alumni participation

- Post meeting - append FAQ list on website

Representative Alumni – Gary Kent

Status - NONE

Task A3: Develop, manage and grow participants list of the Alumni Association “Meet a Mentor Program”. Develop discrete distribution lists for students

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who may want to forward questions to specific sectors of industry, i.e. Oil & Gas, Environmental, etc.

Deliverable - Mentor List (s)

- Alumni status lists (contact and participation status)

Representative Alumni – Kyle Fredrick

Status - NONE

Task A4: Develop list of employers that have, do, or could employ geologists from UB. Develop contacts at these companies (geologists and recruiters). Work with UB Career Services to encourage these companies to participate in the University's Career Fair, or other department career activities.

Deliverable - Contact List(s) (sort-able)

- Annual Career Fair agenda

Representative Alumni – Kyle Fredrick & Paul Basinski

Status - NONE

Task A5: Develop a “how to” guide to transition into the working world. Assess what employers seek in current and future employee skill sets, perhaps through an employer poll. Develop a list of “geologist attributes” that employers look for.

Deliverable - Semester Workshop on transitioning into employment, proactive learning skills,

- Posting of Employee Attribute List

Representative Alumni – Don Hooper

Status - NONE

Task A6: Create an informational brochure that discusses areas such as special training requirements (DOT, OSHA, EPA, etc.), State licensing, and activities specific to different areas of the industry. Post online for students to access.

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Deliverable - Dept. brochure, supporting detailed online document
- State licensing matrix of requirements

Representative Alumni – Jim Ellis

Status - NONE

Task A7: Develop a workshop on technical writing skills aimed at employer needs. Compares the needs and goals of academia, to the rest of the working world. (Dr. Mitchell may be able to incorporate this into a class he teaches.)

Deliverable - Workshop syllabus and schedule
- Online writing guidelines

Representative Alumni – Dave Muscalo & Kyle Fredrick

Status - NONE

B. Improve Communication with Alumni

Task B1: Update email database sending electronic copies of EPOCH and other information rather than sending hard copies via U.S. mail.

Deliverable - Database entries

Representative Alumni – Gary Kent &

Status - NONE

Task B2: Identify ways to help department keep up-to-date on web-site (i.e. alumni events, current news, etc.).

Deliverable - Minutes from monthly town meeting

Representative Alumni – Jim Ellis & Don Hooper

Status - NONE