

CODE OF CONDUCT FOR ALUMNI AMBASSADORS

1. As an Alumni Ambassador, you are committed to responding to students' contact requests. If possible, respond to the student immediately after having received their message. You can inform them that you will respond at another time, but above all, you should respect their contact request. You always have the possibility of letting the student know that you cannot answer their questions. Instead, you may ask the Alumni Association's office to be in touch with the student. Our goal is for each contact request to receive an answer.

2. Acting as an Alumni Ambassador is voluntary. The Alumni Association guides and supports both the Ambassadors and the students in their communication. You can always notify us when your availability changes.

3. First contact happens via LinkedIn. However, we wish that the communication would be maintained on another platform after the first few messages, since LinkedIn restricts the amount of messages that can be sent and received depending on the user.

4. If any problems arise during contact, or if you are uncertain how to act as an Ambassador, please contact the Alumni Association's office. We want to provide as effortless of a communication as possible between alumni and students.

5. We do not require you to keep the students as a part of you LinkedIn network after the communication period has ended, or that you act as a referee for them. Contact between the students and alumni is discretionary.

6. Your career, experience, and expertise are important tools for the students as they look for their dream job or traineeship; as they are coming to recognize their expertise; or as they are applying for positions in a new field. Acting as an Alumni Ambassador does not require giving expert statements, acting as an educator, career counsellor or mentor. Your function is simply to comment on or answer the questions posed by the students at the University of Helsinki from your personal perspective.



“When you say you want to be ‘just friends’ do you mean Facebook friends, MySpace friends, Twitter friends, Buzznet friends, LinkedIn friends....?”

As a member of the University of Helsinki Alumni Association, you are able to act as a volunteer and share your experiences with current or recently graduated students from the university. The Alumni Ambassadors give feedback on the students’ CVs and LinkedIn profiles, and help them make connections that can benefit them while applying for jobs. The Ambassadors also answer simple questions that students might have regarding work or skills needed in a certain field of work. The Alumni Ambassadors are volunteers and give recommendations based on their own experience and knowledge.