

# Adding the Rollins Alumni Career Network Volunteer Designation to Your LinkedIn Profile

Follow the below instructions to designate yourself as an Alumni Career Network Volunteer. Once completed, the designation will show on your LinkedIn profile under “Volunteer Experience & Causes”, signaling students and other alumni that you are willing to be contacted through LinkedIn to offer career advice.

As an Alumni Career Network Volunteer, students and alumni may send you a connection message, InMail message, or a follow-up email through LinkedIn regarding the type of industry or career advice they are seeking. You may be asked to share advice on the following: education or training that is needed in your field, skills or experience required of your specific occupation, positive and negative aspects of your work, your day-to-day activities, and industry trends.

## 6 Easy Steps

1. Access your LinkedIn profile page
2. Select “Edit Profile” (located next to your profile photo)
3. Go to the Background section and then the Volunteer Experiences & Causes section and select “+add”



Volunteer Experience & Causes

+ Add | ↓

4. In the Organization field, enter “Rollins College” and select the first option: Rollins College

The screenshot shows the LinkedIn 'Volunteer Experience & Causes' section. The 'Organization' dropdown menu is open, displaying a list of suggestions: 'Rollins College', 'Center for Advanced Entrepreneurship at Rollins College', and 'Philanthropy & Nonprofit Leadership Center at Rollins College'. The 'Rollins College' option is highlighted. Below the dropdown is a 'Description' text area and 'Save' and 'Cancel' buttons. The background shows the user's profile information, including their name 'Cat McConnell' and a current role 'Founder & Chairman of the Board' at 'Cornell Fine Arts Museum'.

5. Enter “Rollins Alumni Career Network Volunteer” as the Role (Note: Cause, date, and description isn’t needed)
6. Select “Save” to complete your addition



Volunteer Experience & Causes

**Rollins Alumni Career Network Volunteer**

Rollins College



If you have any questions about being an Alumni Career Network Volunteer on LinkedIn, contact the Office of Career Services at 407-646-2195 or [careerservices@rollins.edu](mailto:careerservices@rollins.edu).

Thank you for becoming an Alumni Career Network Volunteer and helping students and alumni gain greater educational and career insight.