

**Hunter College School of Social Work: Office of Development & Special Services**  
**Alumni and Graduate Student Update Form**

*Kindly return by mail to:*  
*Hunter College School of Social Work*  
*129 East 79<sup>th</sup> Street, 5th floor, N.Y., NY 10075*  
*by fax to: (212) 452-7150*  
*or by e-mail to: [evargas@hunter.cuny.edu](mailto:evargas@hunter.cuny.edu).*  
*Thank you for your support!!*

**A. General Information**

Date \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ (Middle Name or Initial): \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name While Attending HCSSW: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
During attendance at HCSSW: Major Method: \_\_\_\_\_ Field of Practice: \_\_\_\_\_  
HCSSW Program: \_\_\_ One-Year Residence, \_\_\_ Two-Year Program, \_\_\_ Advanced Standing Program  
                          \_\_\_ Three-Two Program, \_\_\_ HCSSW-Bank Street Infant & Parent Dual Degree  
Program  
HCSSW Degree(s) \_\_\_\_\_ / \_\_\_\_\_ Year(s) Conferred \_\_\_\_\_ / \_\_\_\_\_  
HCSSW Certificate(s) \_\_\_\_\_ / \_\_\_\_\_ Year(s) Conferred \_\_\_\_\_ / \_\_\_\_\_  
Additional           Advanced           Degree(s):                           Institution/Location/Degree/Year  
Conferred: \_\_\_\_\_

Additional Honors and Professional Achievements: \_\_\_\_\_

**B. Current Employment Information:**

Name of Agency or organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Major Method: \_\_\_\_\_ Field of Practice: \_\_\_\_\_

**C. Additional Skills:**

Language Skills: Please indicate any language(s) spoken other than English. \_\_\_\_\_  
Computer Skills: (1) Which, if any, Internet services have you used? Please select all that apply.  
\_\_\_ E-mail    \_\_\_ Search Engines    \_\_\_ Bookmarks and Uniform Resource Locators (URLS)  
\_\_\_ Intranets    \_\_\_ Chat Rooms    \_\_\_ News Groups and Bulletin Boards (e.g., Usenet)  
\_\_\_ Listserv    \_\_\_ Telnet    \_\_\_ Downloading Files  
                  \_\_\_ World Wide Web    \_\_\_ Electronic Commerce  
(2) Please indicate and describe briefly any additional computer skills which you have acquired.  
\_\_\_ Platforms/Formats (please circle): Personal Computer(PC) Macintosh(MAC)  
\_\_\_ Programming ( e.g., C++, Java, Cobol): \_\_\_\_\_  
\_\_\_ Networking (e.g., TCP/IP, Router, LAN, WAN): \_\_\_\_\_  
\_\_\_ Operating Systems (e.g., DOS, Windows XP or Vista, Novell): \_\_\_\_\_  
\_\_\_ Database Programs (e.g., MS ACCESS, Lotus ): \_\_\_\_\_  
\_\_\_ WorldWideWeb (e.g., HTML, Javascript, CGI ): \_\_\_\_\_  
\_\_\_ Applications (e.g., Word, WordPerfect): \_\_\_\_\_  
\_\_\_ Other skills (please describe briefly): \_\_\_\_\_

**D. Job Bank and Teaching Positions**

If you have employment opportunities within your agency B or if you have available teaching positions within your institution -- for either graduate students or alumni pursuing new employment opportunities B please submit these openings for the Job Bank and List of Teaching Positions, by providing the information below.

Type of Employment (please select one): \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Summer \_\_\_ Temporary \_\_\_ Voluntary  
Title of Available Position: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Salary or Salary Range: \_\_\_\_\_  
Preferred Starting Date: \_\_\_\_\_ If Temporary, Ending Date: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**E. Alumni Mentors**

The HCSSW Mentor Program identifies alumni who are willing to assist graduate students or other alumni who seek new positions or career changes. If you would like to serve as a Mentor, kindly complete this section.

(1) Please describe your field of practice: \_\_\_\_\_  
\_\_\_\_\_ For how long have you held this position? \_\_\_\_\_  
(2) Please describe any prior work experience that would be relevant to your role as a Mentor. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Speaker's Bureau**

(1) Please describe briefly *area(s) of professional practice or specific topics* which you would like to present, on a *pro bono* basis, to colleagues, graduate students or fellow HCSSW alumni.

Area(s) of Professional Practice: \_\_\_\_\_  
Title of Presentation: \_\_\_\_\_  
\_\_\_\_\_ Approximate time required for this presentation (without questions): \_\_\_\_\_  
(2) Please describe briefly *major projects or published works* which you would like to present to faculty colleagues, alumni or graduate students: Area(s) of Professional Practice: \_\_\_\_\_  
Title of Presentation: \_\_\_\_\_  
\_\_\_\_\_ Approximate time required for this presentation (without questions): \_\_\_\_\_

**G. Field Education**

(1) Do you currently serve as an HCSSW Field Instructor? \_\_\_\_\_ (2) Would you like to serve as an HCSSW Field Instructor? \_\_\_\_\_ (3) Have you served previously as an HCSSW Field Instructor? \_\_\_\_\_  
(4) If so, during what period? From \_\_\_\_\_ to \_\_\_\_\_ (5) Were there specific reasons for discontinuing your role as Field Instructor? \_\_\_\_\_ (6) If so, please describe briefly.  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to serve as a Field Instructor or have a possible HCSSW field placement, please contact the Office of Field Education directly by phone at (212) 452-7060 or via E-mail: [grudich@hunter.cuny.edu](mailto:grudich@hunter.cuny.edu).