Position Purpose
Admission Event volunteers support the University’s admissions efforts to recruit a talented and diverse student population by helping in-person or digitally at admission events. Volunteers may be asked to help with check-in, mingle and answer general questions from prospective students and families, and/or speak during the program.

Qualifications
● Have a strong passion for the mission of the University, feel comfortable talking to prospective or admitted students and their families about the UD experience in a friendly and professional manner.
● Must be a graduate of the University of Dayton with preference given to those with an undergraduate degree.

Guardians of a child applying to UD or going through the application cycle are not able to volunteer during that time. Individuals who work as a college admissions professional or, as an independent or community college counselor are not eligible to volunteer in this role.

Key Responsibilities
● Review and build a working knowledge of the University of Dayton’s undergraduate admission process through provided materials.
● At in-person events, welcome and check-in prospective students and families; mingle with guests and share positive experiences from one’s own time at UD; you may be asked to speak during the presentation. (In-person events take place in limited markets and vary each year.)
  ○ Fall Information Sessions (September - October)
  ○ Admitted Student Receptions (January - April)
  ○ New Student Welcomes (June - August)
● At digital events, volunteers will be asked to speak during the presentation.
● Volunteers will be provided with talking points in advance.
● Follow guidelines presented by the National Association for College Admission Counseling, including representing the University of Dayton in an accurate and honest manner.
● Participate in the summer postcard campaign in which incoming students receive handwritten postcards from alumni. (Based on need.)

Time Commitment
In-person events will be limited to volunteers that live within the community where the event is being hosted. Locations vary each year. Digital events will not be limited by geography. Time commitment is usually 3 - 4 hours a year.

The University of Dayton reserves the right to review and restrict participation.

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Name                          Date