Position Purpose
College Fair volunteers support the University’s admissions efforts to recruit a talented and diverse student population by representing the University at college fairs within the volunteer’s community. Through their own personal UD experience and provided training, College Fair volunteers will be able to speak to the benefits of campus life and the value of a degree from the University of Dayton.

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 admissions process through provided materials.
- Arrive on time and follow all procedures set by the host organization.
- Be enthusiastic, friendly and professional when interacting with prospective students and guardians. Please do not speak negatively about another institution.
- 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.

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. 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