QUALIFICATIONS

- Serve as an AAAC Volunteer (see position description)
- Must not work as a college admissions professional, independent college counselor, or college counselor at a community based organization
- Must be willing to stay up-to-date on the admissions process by visiting admissions.duke.edu

TIME COMMITMENT

The AAAC chairperson is a year-round position with a time commitment that averages 4-6 hours per month during the interview season (October - March) and 1-2 hours per month for the remainder of the year. Time commitment will vary with committee size.

SPECIFIC DUTIES

- Assign prospective students to AAAC volunteers for interviews
- Monitor each interviewer’s progress and follow deadlines
- Recruit and assist new volunteers and provide information in a timely manner
- Update local committee roster with AAAC Team
- Participate in local college day/night programs pre-arranged by the Admissions Office when requested
- Stay in contact with the AAAC Team
- Attend the local send-off party and encourage AAAC members to attend if available and space permits
- Follow all rules and instructions outlined in the training module

TERM LIMIT AND REQUIREMENTS

The chairperson’s appointment is made by the staff of the Alumni Admissions Program. The chair serves a three-year term, subject to annual review. Terms may be renewable. The Senior Director and Assistant Director of the Alumni Admissions Program reserve the right to review and restrict participation.

A chairperson may not volunteer with the AAAC program if their child is a senior in high school or is in the process of applying to undergraduate degree programs.