

AAAC VOLUNTEER

Alumni Admissions Advisory Committee (AAAC) volunteers serve as ambassadors for the university by conducting evaluative, informative, and positive interviews with prospective students applying for undergraduate admission. AAAC volunteers offer a personalized view of Duke to applicants, provide additional information about an applicant to the Admissions Office, and promote Duke's visibility in the community.

QUALIFICATIONS

- Must be a Duke alumnus/a from the undergraduate or graduate/professional school
- Must be knowledgeable about the Duke undergraduate experience
- 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 and follow deadlines (November - March)

TIME COMMITMENT

The AAAC volunteer position averages 2-4 hours of service per month during the interview season (November - March). Time commitment may vary depending on the committee size and the number of interview requests. Each volunteer should be willing to interview at least 3-5 students from November - March.

SPECIFIC DUTIES

- Agree and follow all instructions outlined in the training module and review the Admissions website (admissions.duke.edu) before conducting interviews and serving as a representative of Duke University
- Contact and arrange interviews with prospective students in a timely manner
- Conduct positive and informative interviews to gather new information about the applicant and to provide the applicant with information about Duke
- Write, complete, and submit informative and detailed evaluations for each interview by deadline
- Remain in contact with the local AAAC Chairperson
- Contact "admitted" students to congratulate them upon their acceptance to Duke and encourage their attendance at Blue Devil Days
- Participate in local college day/night programs that are pre-arranged by the Admissions Office when available
- Present fair, realistic and positive impression of Duke to prospective students, parents, and high school guidance counselors
- Attend local send-off party if available and space permits

RESTRICTIONS

An AAAC Volunteer is not eligible to participate if their child is a senior in high school and applying to Duke.

The Director of the Alumni Admissions Program reserves the right to review and restrict participation.