AAAC REPRESENTATIVE

The Alumni Admissions Advisory Committee volunteers serve as ambassadors for the university by conducting evaluative and informative interviews with prospective students applying for undergraduate admissions. AAAC volunteers offer a personalized view of Duke to local students, provide additional information about an applicant to the Admissions Office, and promote Duke’s visibility in the community. The AAAC representative serves as the voice for the local AAAC(s) on the Regional Board.

SPECIFIC DUTIES

- Promote and assist in the recruitment of additional interviewers in the region
- Advocate for the AAAC as a priority in the region by reporting the status of alumni volunteers, applications and the interviewing process
- Encourage the Board to support admissions related programming in the region including college nights, college fairs and send-off parties
- Coordinate with Regional Director and DAA staff to stay up to date with latest information about AAAC
- Encourage AAAC interviewers to participate in DAA and Duke regional events
- Perform other responsibilities assigned by the DAA as needed

TIME COMMITMENT

The AAAC representative position requires 2-3 hours per month

TERM LIMIT AND REQUIREMENTS

One year, appointed by Regional Co-Chairs in coordination with the Senior Director of Alumni Admissions.

QUALIFICATIONS

- Preferred to be a AAAC chair in the region
- Must have previously served as a AAAC Volunteer
- Must be willing to stay informed by frequently visiting the Alumni Affairs website (alumni.duke.edu) and the Duke’s Admissions website (admission.duke.edu)