

Office of Undergraduate Admissions: Represent GW at a College Fair

Mission Statement

The Office of Alumni Relations leads the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

Volunteer Position Summary & Purpose

Throughout the fall and spring semesters, GW Undergraduate Admissions staff members travel around the country to recruit prospective students (students who have not applied). One of our recruitment mechanisms is attending college fairs to meet large amounts of prospective students at one time. Some college fairs are more taxing than others (i.e. a 4 hour college fair, interacting with potentially hundreds of students) and having two people at these fairs would not only make things easier, but allow for GW Undergraduate Admissions to interact with more students and in a more efficient manner.

Major Duties & Responsibilities

- Stand at the college fair table with the Admissions representative.
- Share your GW experiences as well as answer questions from prospective students and their families.

Desired Skills, Attributes, & Competencies

- Strong written and oral communications skills
- Strong interpersonal skills
- Ability to manage controversy with civility
- Ability to represent GW in a positive manner

Expectations & Reporting

- The regional admissions representative who will be attending the college fair will be the direct volunteer manager, so this will vary by location.
- No need to bring anything, the Admissions Representatives will provide everything that is necessary.
- Generally college fairs require professional/business casual dress.
- Most importantly, if a volunteer doesn't know the answer to a question, please don't answer, just allow the Admissions Representative to answer, even if that means waiting for them to finish with another student or passing along their business card for follow up.



Office of Alumni Relations

Training

Training opportunities may exist throughout the course of the volunteer period.

Time Commitment

We want this to work out for the volunteer so you are in no way required to show up promptly at the beginning or attend the entire college fair. Generally we ask for a 30 minute to hour time commitment at minimum, but the fairs can go up to two to four hours and are often during or after work, so we will be flexible. Furthermore, how many college fairs we attend a semester/time of year depends on where we are in the recruitment cycle (i.e. the Fall is recruitment season and includes every travel, meaning more college fairs, but in the Spring we are working more with admitted students, meaning less college fairs), so the frequency may only be once to twice a season.

Annual Philanthropic Obligation

All GW Alumni Volunteers are expected to participate in annual giving at GW by making a gift at a level of individual comfort.

Staff Partnership

Maggie Love in the Office of Undergraduate Admissions will always be the person who volunteers can contact if you are having trouble, want to share comments, or need questions answered.

Benefits

Alumni who volunteer with the Office of Undergraduate Admissions will have the opportunity to connect with prospective students and families and continue to build the GW legacy. These volunteer opportunities are great networking opportunities for alumni and will allow you to enhance your public speaking and relationship building skills.

Staff Contact

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