

**College of Saint Benedict and Saint John's University
Admission Department Volunteer Roles**

Position Title: Admission Event Panelist

Primary Staff Contact: Carol Gadd-Marshall

Purpose of Position: The purpose of this position is to share college, career and professional experiences and advice with prospective students and their parents during Admission department sponsored events.

Responsibilities:

- Sit on a panel of CSB and SJU alums (and in some cases students)
- Share personal experiences about your CSB and SJU experience
- Respond to prospective student or parent questions
- Submit a report of volunteer activities with the admission department including time and mileage

Qualifications:

- Must be an alumna of CSB or an alumnus of SJU, or a current student at either institution
- Major, profession, or experiences must align with the panel
- Must have completed required CSB/SJU Admission training
- Must have comfort speaking publicly to a diverse audience

Training Requirements:

- Be current with college and university statistics (At A Glance, Demographic Profile of both institutions, Institutional History, Coordinate details)
- Be generally familiar with the admission process (Application process and deadlines)
- General knowledge of Financial Aid (merit-based aid and need based aid, FAFSA)
- Maintain current awareness of frequently asked questions and supporting responses

Time Commitment:

- 45-60 minutes for the panel
- An additional 45-60 minutes if needed to meet and greet prospective students after the panel
- Travel to and from the event
- This is a one-year term and you will be asked to continue as a volunteer annually.

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of public speaking, recruitment, and persuasion
- Networking with other CSB and SJU alums

Position Title: Admission College Fair Assistant

Primary Staff Contact: Carol Gadd-Marshall

Purpose of Position: The purpose of this position is to represent CSB/SJU at local college fairs in partnership with Admission staff.

Responsibilities:

- Talk with prospective families about attending CSB/SJU
- Share personal experiences about your CSB and SJU experience
- Respond to prospective student or parent questions
- Distribute admission materials for students and families to take and return to the Admission Office any unused materials.
- Submit a report of volunteer activities with the admission department including time and mileage

Qualifications:

- Must be an alumna of CSB or an alumnus of SJU
- Ability to speak appropriately and factually about the CSB/SJU experience for today's students
- Knowledge of CSB and SJU admission process, academic offerings, student involvement activities, etc.
- Must have completed required CSB/SJU Admission training

Training Requirements:

- Be current with college and university statistics (At A Glance, Demographic Profile of both institutions, Institutional History, Coordinate details)
- Be generally familiar with the admission process (Application process and deadlines)
- General knowledge of Financial Aid (merit-based aid and need based aid, FAFSA)
- Maintain current awareness of frequently asked questions and supporting responses
- Be familiar with National Association of College Admission Counselors (NACAC) practices and procedures.
- Be familiar with "How to Do a College Fair" training module

Time Commitment:

- 1 hour prep work prior to the fair, reviewing college and university materials
- 1 ½ - 3 hours per college fair (this amount is variable by event)
- Travel to and from the college fair
- This is a one-year term and you will be asked to continue as a volunteer annually.

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of public speaking, recruitment, and persuasion
- Meeting the next generation of Bennies and Johnnies

Position Title: Admission Young Alum Ambassador

Primary Staff Contact: Carol Gadd-Marshall

Purpose of Position: The purpose of this position is to provide prospective students with on-call information and experience about specific CSB/SJU preprofessional programs, majors and careers in targeted areas.

Responsibilities:

- Connect one on one, at the direction of admission staff with prospective students exploring grad school or career options. One on one connections can be in person, via the phone, zoom, e-mail or text.
- Share personal experiences about your CSB and SJU experience
- Share personal experiences about how your CSB and SJU experiences prepared you for grad school or a professional career in your field
- Respond to prospective student questions
- Submit a report of volunteer activities with the admission department including time and mileage

Qualifications:

- Must be an alumna of CSB or an alumnus of SJU within 10 years of graduation
- Be enrolled in a graduate program, or in a professional career in the following areas: Medicine, OT, PT, PA, Engineering, Accounting & Finance, or Business, or others as determined by Admission staff.
- Must have completed required CSB/SJU Admission training

Training Requirements:

- Be current with college and university statistics (At A Glance, Demographic Profile of both institutions, Institutional History, Coordinate details)
- Be generally familiar with the admission process (Application process and deadlines)
- General knowledge of Financial Aid (merit-based aid and need based aid, FAFSA)
- Maintain current awareness of frequently asked questions and supporting responses

Time Commitment:

- 30-60 minutes to connect with prospective student on an on-call basis.
- An additional 30-60 minutes if needed to follow-up, check-in, answer additional questions
- This is a one-year term and you will be asked to continue as a volunteer annually.

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of mentoring, recruitment, and persuasion
- Meeting the next generation of Bennies and Johnnies

Position Title: Admitted Student Mentor

Primary Staff Contact: Carol Gadd-Marshall

Purpose of Position: The purpose of this position is to support prospective students from the time they are admitted to the time they enroll at CSB or SJU or elsewhere.

Responsibilities (all or some of these are options):

- Attend card writing events to generate hand written, personal notes congratulating prospective students on their acceptance, and welcoming them to the CSB/SJU community.
- Attend admitted student receptions to meet and greet admitted and enrolled students and their families. Socialize and mingle while sharing your CSB and SJU experiences.
- Attend one on one coffee shop/lunch meetings, as directed by Admission staff, with admitted students who would benefit from additional personal attention and connections to the CSB/SJU community.
- At a territory manager's direction, email, text, phone or hand write a note to the student and/or parents.
- Share personal experiences about your CSB and SJU experience
- Conduct similar conversations with prospective students who are younger and have not yet applied or been admitted as opportunity arises.
- Respond to prospective student or parent questions
- Submit a report of volunteer activities with the admission department including time and mileage

Qualifications:

- Must be an alumna of CSB or an alumnus of SJU
- Willingness to meet one on one with admitted students and/or their families
- Must have completed required CSB/SJU Admission training
- Willingness to handwrite notes in a legible manner

Training Requirements:

- Be current with college and university statistics (At A Glance, Demographic Profile of both institutions, Institutional History, Coordinate details)
- Be generally familiar with the admission process (Application process and deadlines)
- General knowledge of Financial Aid (merit-based aid and need based aid, FAFSA)
- Maintain current awareness of frequently asked questions and supporting responses
- Be familiar with the enrollment process and timeline (housing, course selection, etc.)
- Be familiar with student development (FYX, College Success course, etc.)

Time Commitment:

- Time commitment varies by activity. Typical time commitments for these events is as follows:
 - Card writing events- 2-3 hours
 - Accepted Student Receptions- 2-3 hours
 - One on One meetings- 1 hour
 - Communication with accepted student's families- varies

- Travel to and from the event or meeting location
- This is a one-year term and you will be asked to continue as a volunteer annually.

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of public speaking, recruitment, and persuasion
- Networking with other CSB and SJU alums

Position Title: Admission Video Spotlight Volunteer

Primary Staff Contact: Carol Gadd-Marshall

Purpose of Position: The purpose of this position is to create a personal video message that can be shared with prospective students and their families. These videos may be used geographically and/or within an alum's high school alma mater.

Responsibilities (all or some of these are options):

- Self-record a video message
- Key messages for an alum to deliver:
 - Get at whole notion of value proposition, why the investment in money and time should be spent here. Non-matriculant survey this fall, indicated some reasons, for example, financial aid was not competitive, etc..
 - Messages need to convey why we're different.
 - Messages of value, of connection, quality of experience especially academic.
 - Say something specific to their high school.
- Share appropriate personal experiences about your CSB and SJU experience
- Respond to prospective student or parent questions
- Prepare a short bio and written message to summarize the video content.
- Submit a report of volunteer activities with the admission department including time and mileage

Qualifications:

- Must be an alumna of CSB or an alumnus of SJU
- Willingness to meet one on one with admitted students and/or their families
- Must have completed required CSB/SJU Admission training

Training Requirements:

- Follow directions for video creation and submission
- Understand key messages or talking points to cover in a spotlight video

Time Commitment:

- 30-60 minutes to prepare and shoot your own personal video message
- 15-30 minutes to submit your video
- 30 minutes once a year to provide an annual update if desired

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of mentoring, recruitment, and persuasion
- Networking with other CSB and SJU alums