

# Alumni Admissions Volunteer Duties and Responsibilities

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This position is an alumni volunteer position within the Office of Admissions and Recruitment and supports the University of Utah's efforts to recruit and enroll a diverse and competitive class of students to the U of U.

## Duties and Responsibilities

- Know expectations of the volunteer role, University of Utah, and the Office of Admissions.
- Be knowledgeable about the University of Utah experience, undergraduate admissions, and our admissions cycle.
- Provide feedback to the Office of Admissions on the volunteer experience and needs (complete and return fair evaluation form).
- Actively participate in volunteer opportunities.
- Engage in training opportunities for alumni throughout the year.
- Complete volunteer wrap up items, including submitting fair evaluation forms and promptly return any items belonging to the Office of Admissions and Recruitment, such as inquiry cards and table cloths.
- Conduct yourself in a professional manner as a representative of the University of Utah.
- Abide by [NACAC Statement of Principles of Good Practice](#), in particular:
  - Accurately represent and promote the University of Utah.
  - Refrain from disparaging comparisons of other secondary or post-secondary institutions.
  - Do not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of students.
  - Be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy ([refer to FERPA laws](#)).
- Renew commitment annually.

## Qualifications

- You must be a graduate of the University of Utah
- Effective communicator
- Enthusiasm for supporting the University of Utah

Note: You must not be a private educational consultant or agent for current and/or prospective applicants.

Time Commitment: 4-6 hours/month (increase in hours during fall and spring)

Please visit the University of Utah home page for additional information [www.utah.edu](http://www.utah.edu) or the Alumni page at [www.admissions.utah.edu/alumni/](http://www.admissions.utah.edu/alumni/).