

Parent Admissions Volunteer Duties and Responsibilities

This position is a parent 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 volunteer evaluation form).
- Actively participate in volunteer opportunities.
- Engage in training opportunities for parents throughout the year.
- Conduct self 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 parent of a current student of the University of Utah (expectations can be made for parents of recent graduates)
- 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: 2-4 hours/month (increase in hours during fall and spring).

Please visit the University of Utah home page for additional information www.utah.edu or the Alumni page at www.admissions.utah.edu/alumni/.