

Job Description

The Role of the AAAC Volunteer

The volunteers of each committee serve as ambassadors for the university-- presenting a fair, realistic and positive impression of Duke to prospective students, parents, and high school counselors. AAAC volunteers increase Duke's visibility in the community and provide a personalized view of Duke to local students.

Responsibilities:

CONDUCT POSITIVE AND INFORMATIVE INTERVIEWS. This is the primary goal of the AAAC volunteer. Although it is fun to reminisce about your time at Duke (and some students do want to hear about it), remember the primary goal is to get information about the applicant.

COMPLETE AND SUBMIT FORMS. Be sure to write informative and detailed evaluations for each interview. It is important to complete the forms and submit them in a timely manner.

FOLLOW THROUGH. Call "admitted" students to congratulate them upon their acceptance to Duke. Make yourself available to answer any questions they may have about Duke and encourage them to attend Blue Devil Days, the on-campus program for admitted students.

MAINTAIN CONTACT AND RESPOND TO COMMUNICATIONS. Keep in touch with the area chairperson. If you find that you cannot interview the students assigned to you, please let your chairperson know immediately so that other arrangements can be made. ***Please inform the chairperson if your child is applying to Duke. We ask that you not interview during the year that your child applies.***

ATTEND COLLEGE NIGHTS OR COLLEGE FAIRS. The AAAC chairperson may need some assistance with these events in your area. The chairperson will contact you to find out your availability.

ATTEND LOCAL SEND-OFF PARTY. If your local Duke club or AAAC hosts a send-off party for matriculating students, then we encourage all volunteers to attend.

STAY INFORMED. Be sure to read all communications from the local area chairperson, Alumni Affairs Office, and the Undergraduate Admissions Office. The Alumni Affairs website is (www.dukealumni.com); the Admissions website (www.admissions.duke.edu). Both are good sources of information.

MOST IMPORTANTLY --- AAAC MEMBERS PROVIDE A VALUABLE link between outstanding students in your community and Duke University. Your enthusiasm and professionalism enhance Duke's image and help Duke to attract the best students.