

Alumni Recruitment Committee (ARC)

Volunteer

Mission:

The Alumni Recruitment Committee's mission is to assist the Office of Admission in its efforts to recruit the best undergraduate students. Richmond seeks to attract applicants whose academic performance and abilities indicate strong preparation for an academically rigorous environment and a lifelong love of learning; whose personal and intellectual passions reflect the diversity of Richmond's programs, contributing to our overall community of scholars; and who reflect our nation's diversity - geographic, socioeconomic, racial, and ethnic. Building upon the legacy of generations of Spiders, we seek to increase the number of highly qualified applicants, and to enroll a first-year class reflective of our nation's most promising young minds.

ARC Volunteer Position Description

Title: ARC Volunteer - General
Length of Commitment: One Year (renewable)
Time Involvement: Minimal

The Alumni Recruitment Committee volunteer represents the University in a variety of capacities on- and off-campus. He/She must conduct himself/herself appropriately and responsibly, remain abreast of current University information and trends, financial aid procedures and updates, admission profiles and news, and represent Richmond to prospective students in an honest and engaging manner.

Duties/Responsibilities:

- Assist in the recruitment of prospective students in your area through college fairs, regional receptions, or local events.
- Respond to requests to assist with ARC programs promptly.
- Provide feedback to ARC Director and Program Assistant through completed college fair evaluations.
- Return completed inquiry cards and other relevant materials to the Office of Admission following a recruitment event.
- Identify new college fairs and other recruitment opportunities in your region.
- Maintain close contact with the Office of Admission and keep abreast of University news.

Qualifications:

- Current member of the Alumni Recruitment Committee
- Effective communicator
- Enthusiasm for promoting the University of Richmond

**Conflict of Interest Policy: An Alumni Interviewer may not be employed by another college or university in a position that recruits prospective students.*

Reimbursement of Expenses:

- The ARC position is an unpaid volunteer position.
- The Office of Admission will not reimburse for expenses related to fulfilling a volunteer commitment (e.g. mileage, tolls or parking).