

Alumni Recruitment Committee (ARC)

Spider Chat Volunteer

Mission:

The Alumni Recruitment Committee's mission is to assist the Office of Admission in its efforts to yield 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.

Spider Chat Position Description

Title: ARC – Spider Chat Volunteer

Length of Commitment: One Year (renewable)

Time Involvement: Variable (approximately 5 Spider Chats each cycle)

The Spider Chat Volunteer represents the University in a variety of capacities 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 conducting Spider Chats
- Respond to new Spider Chat requests promptly and establish contact with the prospective student in a timely fashion.
- Following the completion of the chat, submit the summary form to the Office of Admission immediately.
- Alert the ARC Program Director to any questions requiring follow-up by a member of the Office of Admission.
- Whenever possible, attend Office of Admission events in the region (e.g. admitted student receptions, prospective student/family receptions, etc.).
- Participate in one Spider Chat training session each year.
- Provide feedback to ARC Director and Program Assistant when necessary.
- Communicate with prospective students throughout the admission cycle as prompted by the Office of Admission.
- Maintain close contact with the Office of Admission and keep abreast of University news.

Qualifications:

- Current member of the Alumni Recruitment Committee
- Strong communication skills
- Enthusiasm for promoting the University of Richmond
- Trained by the Office of Admission to conduct Spider Chats

**Conflict of Interest Policy: A Spider Chat Volunteer may not be employed by another college or university in a position that recruits prospective students. You may not conduct a Spider Chat with a candidate you know, but you may submit a letter of recommendation. Additionally, you may not conduct a Spider Chat in an admissions cycle in which your child is a senior in high school.*

Reimbursement of Expenses:

- The Spider Chat Volunteer position is an unpaid volunteer position.
- The Office of Admission will not reimburse for expenses related to conducting Spider Chats (e.g. mileage, tolls or parking).