

Office of Undergraduate Admissions: Admitted Student Events

Mission Statement

The Office of Alumni Relations leads the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

Volunteer Position Summary & Purpose

In the spring, Undergraduate Admissions transitions from trying to recruit prospective students to apply, to encouraging those who applied and were admitted to attend GW. One of the mechanisms we use to answer their questions, provide a sense of what being a GW student is truly like, and "woo" them to enroll is an admitted student event.

We will be holding admitted student events both on and off campus - locally in D.C. and around the country. At these events, we will offer opportunities to connect admitted students with alumni. We will ask alumni to participate in a variety capacities, all of which with the goal to not only allow admitted students to ask questions of someone who can speak more accurately to the overall experience, but generally connect with the GW community in a way they may not have had the opportunity to before. The structure of these events will be as follows: mingling with admitted students and their families, presentation by an admissions professional, Alumni panel, followed by more mingling with admitted students and their families.

Major Duties & Responsibilities

- Potentially hosting the event (only in terms of venue)
- Welcoming admitted students to the GW community, mingling with them, answering their questions, and sharing their GW story
- Potentially speaking on a panel during the admitted student event

Desired Skills, Attributes, & Competencies

- Strong written and oral communications skills
- Strong interpersonal skills
- Ability to manage controversy with civility
- Ability to represent GW in a positive manner



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Expectations & Reporting

Maggie Love in the Office of Undergraduate Admissions or another admissions representative will attend all admitted students events and manage the alumni volunteers. As with all of our events, we always want alumni to be warm, welcoming, and engaging. Furthermore, we always want to avoid alumni imparting any false or suspect information that will affect a student's ability to make an informed decision, as well as reflect negatively on our organization. The rule always is: if you don't know an answer, admit that you don't know and let an Admissions professional answer.

Training

- Training opportunities may exist throughout the course of the volunteer period.

Time Commitment

If an alumnus/a is scheduled for a panel, we ask them to be on time for the panel and remain for the duration, which tends to be 30 minutes at most. Otherwise, it is most helpful if alumni arrive a few minutes early or on time for the beginning of the event; that way you are available to welcome and interact with students before the more structured part of the event begins. Most events will last 1-2 hours. Alumni volunteers are welcome to leave whenever works for you, we want it to be flexible!

Local/on-campus Admitted Student Events will occur repetitively throughout the spring, but we will only ask alumni to commit what time they can. Off-campus events will occur once per region so it will be a one-time commitment in the spring.

Annual Philanthropic Obligation

All GW Alumni Volunteers are expected to participate in annual giving at GW by making a gift at a level of individual comfort.

Staff Partnership

Maggie Love will always be the person who volunteers can contact if they are having trouble, want to share comments, or need questions answered.

Benefits

Alumni who volunteer with the Office of Undergraduate Admissions will have the opportunity to connect with prospective students and families and continue to build the GW legacy. These volunteer opportunities are great networking opportunities



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for alumni and will allow you to enhance your public speaking and relationship building skills.

Staff Contact

Maggie Love
Assistant Director of Admissions
Office of Undergraduate Admissions
mlllove@gwu.edu
202-994-9094

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