

Office of Undergraduate Admissions: Speaking Opportunities (Panels, Presentations, etc.)

**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**

Throughout the entire academic year, Undergraduate Admissions holds a variety of events for prospective and admitted students. These events are bolstered by speakers and panels, from which students can hear directly from current/former students about their GW experience. We would like to incorporate more Alumni into these events, which will be on and off campus and vary in type/structure, depending on the time of year/where we are in our admissions cycle.

**Major Duties & Responsibilities**

- Speaking accurately and honestly about their GW experiences to an audience of prospective/admitted students, and potentially their families.
- Answering questions from prospective students, and potentially their families, regarding their GW experiences.

**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

**Expectations & Reporting**

Maggie Love in the Office of Undergraduate Admissions will try to be present at every event to welcome alumni and provide any necessary information during the event. In cases that Maggie will not be present, one of her admissions colleagues will be and will ensure volunteers are given the same attention and information.



## Office of Alumni Relations

### **Training**

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

### **Time Commitment**

This opportunity will most likely only require 30 minutes to an hour of a volunteer's time, and most likely not be asked of them more than once per academic semester.

### **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 in the Office of Undergraduate Admissions 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 for alumni and will allow you to enhance your public speaking and relationship building skills.

### **Staff Contact**

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