

**Admissions Advocate**

**SUMMARY**  
Admissions Advocates consist of alumni and the parents, families, and supporters of current students who assist Admissions by connecting with prospective and admitted students to help them learn about The College of Wooster. Admissions advocates support admissions efforts to enroll a competitive and diverse student body by interacting with prospective and admitted students in various ways. Namely, Admissions Advocates write notecards to prospective students, welcome notes to admitted students, participate in college fairs across the country, and assist with our virtual Global Interview Day.

**ROLE DESCRIPTION**

* Create meaningful connections between The College of Wooster, alumni, parents, prospective students, admitted students, and their families and supporters.
* Increase the number of competitive and qualified students applying to and attending The College of Wooster.
* Assist Wooster’s admissions efforts, including the activities enumerated below.
* Support the diversity, equity, and inclusion initiatives of The College of Wooster.

As an Admissions Advocate, you will have the opportunity to engage in the activities below:

* Represent Wooster at college fairs across the country and around the globe. As a college fair volunteer, you will be asked to attend a fair close to your home, staff a table (along with an admissions representative), and speak to high school students who may be interested in The College of Wooster.
* Assist admissions staff at various events, including prospective and admitted student receptions. As a volunteer at these events, you will be asked to provide context to the Wooster experience, speak about your own Wooster experience and Wooster’s impact on your life, and answer questions from prospective students and their families through one-on-one conversations or by participating on panels. You might also be asked to assist with check-in for the event. There are also opportunities to sponsor or host events.
* Write handwritten notes to admitted students congratulating them on their acceptance to The College of Wooster and welcome notes to first-year students welcoming them to the Wooster community. Note cards, stamps, sample messages and student information will be provided.
* Interview prospective students during Global Interview Day. Global Interview Day is conducted virtually. Interviews are conversational and generally last 20-30 minutes. After the interview, volunteers are asked to send a summary to the Office of Admissions for each interview they conducted, which becomes part of the applicant’s official file.
* Complete meet-and-greets with prospective students. If, after an interview, a prospective student would like to meet with someone in-person, willing alumni in the student’s region will be contacted and invited to meet one-on-one with the student. We ask that such meetings take place at a public venue, such as a coffee shop.
* Host receptions at your home or business. Admissions Advocates can volunteer to host events for prospective and/or admitted students in their area. These events offer prospective and admitted students and their families the chance to connect with Wooster alumni, current students, and parents as they make their final college decision. There is also the opportunity to sponsor such events.

**VOLUNTEER TERM**

This is a two-year commitment, with the opportunity to renew your term. The Office of Alumni & Family Engagement also welcomes suggestions for others who may be interested in volunteering as an Admissions Advocate.   
  
**STAFF SUPPORT**

Kailey Schwallie ‘13

Senior Assistant Director of Volunteer Engagement

[kschwallie@wooster.edu](mailto:kschwallie@wooster.edu)

330-263-2599