Volunteer Job Descriptions

Recruitment Representative
- Represent NAU and Undergraduate Admissions at college fairs, college day/night programs, information sessions and Jr./Sr. Yield Events.
- Assist with registration, and greeting students and parents.
- Introduce yourself to the group, if possible, and give brief explanation of your involvement with NAU and past experiences.
- Answer student and parent questions or refer them to the appropriate NAU office.
- Encourage students to fill out a contact card, apply for admission, and visit campus.
- Distribute NAU publications and brochures to interested students.
- Write a brief summary of the event(s); including turnout, student response, and recommendation for future participation. Submit summary to the VAN Coordinator for Alumni Relations.

High School Awards Night Representative
- Represent NAU and Undergraduate Admissions at high school awards night presentations.
- Deliver short introduction (script provided by VAN Coordinator) to students and parents in attendance, including total amount of scholarship money to be given.
- Distribute certificates to students receiving scholarships to NAU.
- Write a brief summary of the event(s); including turnout, student response, and recommendation for future participation. Submit summary to the VAN Coordinator for Alumni Relations.

Office of Alumni Relations Events
- Assist the Office of Alumni Relations with special events. Events could include the Welcome Week BBQ, Commencement, golf tournaments, and tailgate events.
- At events, volunteers may be distributing information or materials to participants, and speaking with participants about the NAU Alumni Association.
- Write a brief summary of the event(s); including turnout, student response, and recommendation for future participation. Submit summary to the VAN Coordinator for Alumni Relations.