**ALUMNI INTERVIEW PROGRAM VOLUNTEER**

**POSITION DESCRIPTION**

As a volunteer, you meet and interview prospective Babson students and often serve as their first point of interaction with alumni. Providing your perspective as a Babson alumnus/a is key to our program’s strength and success.

**Responsibilities**

- Familiarize yourself with the Alumni Interview website, which provides information on the most recently admitted class, key messaging, the Babson curriculum and FME, and the student experience. Visit: [www.babson.edu/admissioninterview](http://www.babson.edu/admissioninterview)
- Volunteer to interview undergraduate applicants either in your local area or virtually (through telephone or Skype/FaceTime).
- Send the appropriate interview write-up/paperwork back to the Admission Alumni Interview Coordinator within 72 hours after interviewing a student.
- Inform the Babson Alumni and Friends Network of changes in your contact information or volunteer status.

**Time Commitment**

The time commitment is seasonal. The Undergraduate Admission Office will host three formal Interview Days on designated dates during the 2014 – 2015 academic year. There will be one day each in November, January, and February where alumni are asked to interview students on a weekend day. (Time and location are determined by the Admission Office and Regional Chair). Interview programs will occur in the following cities in 2014 – 2015:

- **November 2014**: Hartford, CT; Fairfield County, CT and Westchester County, NY (joint program); Northern New Jersey
- **January 2015**: San Francisco, CA; New York City, NY; Boston, MA; Miami, FL; Philadelphia, PA; San Juan, Puerto Rico; Sao Paulo, Brazil; Bogota, Colombia; Hong Kong; New Delhi, India; Panama City, Panama; Bangkok, Thailand; Istanbul, Turkey; Dubai, United Arab Emirates; and Shanghai China
- **February 2015**: San Francisco, CA; Southern California (2 locations); New York City, NY; and Boston, MA

The Undergraduate Admission Office will also host a virtual week of interviews. Students and alumni not residing in any of the areas above will be able to take part in interviews either by telephone or Skype/FaceTime in February 2015.

For most volunteers, the time commitment will be 5 – 15 hours per calendar year.

**Benefits of Volunteering**

Serving as an Undergraduate Admission Interview Program Volunteer provides the opportunity to:

- Stay connected or re-engage with Babson,
- Serve as a point of contact and potential resource to prospective Babson students, and
- Expand the Babson Alumni and Friends Network – your perspective may influence a student to enroll at the institution.

To learn more about being Alumni Interview Program Volunteer, please contact: Cheryl Borden, Associate Director, Undergraduate Admission at cborden@babson.edu