

UVM ADVOCAT APPLICATION 2009

Job Description

The University of Vermont AdvoCats are a group of 50+ current students who assist the Undergraduate Admissions Office in recruiting high-quality prospective students. AdvoCats lead campus tours and facilitate informational interviews. Other Duties include weekend commitments, projects within the office, opportunities to represent UVM on student panels, opportunities to attend off-site visit receptions, and college fairs.

AdvoCats are crucial to the recruitment process and to the admissions office because they are sometimes the only contact prospective students and their families have with the University. Your invaluable “student voice” is recognized as quite possibly the MOST important recruitment tool.

What we are Looking for

- Effective communication skills (both verbal and written)
- The ability to balance your personal experience with general UVM experiences
- The ability to learn detailed information about the University
- A positive attitude about UVM, Burlington and Vermont
- The ability to work well with others
- The ability to take charge and approach challenging situations
- The ability to smile!

What you will gain (Besides a nice résumé)

- Leadership skills
- Group facilitation skills
- Public speaking skills
- Knowledge of UVM history and policies
- Hourly compensation (yearly tiered system based upon length of service)

Requirements For AdvoCats

- Must remain in good academic (GPA 2.5) and disciplinary standing
- Commitment to the required dates
- A positive and flexible attitude

Time Commitment

AdvoCats commit an average of 3 hours/week plus one 2-hour meeting each month. Typically, the commitment is made up of your regular weekly scheduled tour and interview time, weekend programs and extra busy-times help. All dates are tentative unless otherwise noted.

Fall training is MANDATORY for all AdvoCats. Exceptions are rare, so if these dates are problematic for you, please re-consider applying. All other dates are as follows.

- 1st AdvoCat meeting Sunday April 26 at 4pm
- Shadow at least 2 Tours April 1 – April 29
- Admitted Student Day assistance April 10, 13, 17, 20, 24
(as schedules allow)
- Fall Training August 23-28 (most days from 9-6, with one over night on the 27)
- Fall Open Houses 1 Sat or Sun in late October (*TBD*)
Mandatory for 2 out of 3 possible dates 1 Sat or Sun in mid November
- Spring Training Sunday before classes begin for Spring 2010
- Spring Admitted Student Visits 1 in Feb
If does not conflict with class 5 events in April
Schedule 12:00-4:00
- Jump Start for Juniors TBA – last April weekend 2009
9:00-1:00
- Fall and Spring Saturday Tours 6 Total in fall and spring
8:30 – 12pm

*a number of these dates are still “to be determined” at the discretion of the Admissions office. Your flexibility and commitment to these dates when we have set them is required.

Short Answer Questions:

- 1.) Why do you want to become an AdvoCat?
- 2.) Describe your college visit and application process. What was most beneficial part? What could have been better?
- 3.) What other activities or interests have you been involved with at UVM?
- 4.) What academic internships or research projects have you been involved in?
- 5.) What have been the highlights of your experience at UVM?
- 6.) What other commitments do you anticipate having in the next school year?

IMPORTANT DATES TO REMEMBER:

January 28 Information session 6-7pm Davis Center, Spruce rm. (405)

February 6 Applications DUE by 4:00

Sunday February 8 Group Interview Session 10-1 p.m.

Sunday February 8 Group Interview Session 3-6 p.m.

Monday February 9 - Group Interview Session 6-9pm

Thursday February 12 - Group Interview Session 6-9pm

February 16-27 Individual Interviews

MARCH 12 Decisions Mailed

Interviews are held in the Admissions Visitor Center.

You only need to sign up for one Group interview.

The information session is optional.

Questions?

Before 1/29/09, please call Tony Berry at 656-2111 or
email tony.berry@uvm.edu

After 2/1/09 Please call Admissions at 656-3370