

Volunteer Work	Admissions – Office Support		
Description	Work closely with the Admissions Office Manager to assist in all areas of Admissions support.		
# Chairpersons Required	1		
Key Tasks	Work includes, but is not limited to: <ul style="list-style-type: none"> • Assembling/Mailing the Preliminary Application packets • Assembling/Mailing the Final Application packets • Creating/maintaining applicant files as various elements of the application are received • Preparing for November Open House • Preparing for Revisit Day 		
Duration of Assignment	Full Academic year commitment with peak period between Sep - Apr		
Approximate # hours per week	Variable, a few hours in the office a couple of times each week		
-Time at School	100% at school		
-Time remotely (computer/phone)	None		
Previous Year's Chairs	J. Kaplan Jennie_hunnewell@yahoo.com	Stephanie Cronin djsgronin@verizon.net	Sandee Simshauser sandeessimhauser@msn.net
Key Contacts	Kirsten Feldman, Winsor Admissions Office manager – primary, kfeldman@winsor.edu Winsor Admissions Team – secondary (find contact details on line)		
Online Tools	None		
Budget (if applicable)	NA		
General Tasks and Timeline			
Late August/Early September to November	Preparing/Mailing preliminary application packets		
Ongoing – Mid September to December	Preparing/Mailing Final Application packets		
As needed through January	Create files for applicants		
Ongoing – September - Jan	Assist co-chair for hosting duties		
November	Assist co-chair for November Open House		
Late March/April	Place calls to accepted families		
April	Prepare for Revisit Day		
Helpful Tips for Chairs to watch out for.....			
Collaboration	Important to develop and have a close working relationship with Admissions Office Manager and rest of Admissions staff.		

