The Cal Alumni Association provides almost half of a million Cal graduates with rewarding connections to the University, to fellow alumni, and to current students. Founded by the original graduates of the University of California in 1872, the Cal Alumni Association today represents 463,000 alumni living throughout the world. With a mission of advancing and promoting the interests of the University, CAA is committed to providing essential programs and services designed to keep alumni of all ages and interests connected to the University and to each other.

**CAA Mission Statement**

The mission of the Cal Alumni Association (CAA) is to advance and promote the interests of the University of California, Berkeley by connecting alumni with each other and our alma mater. Together with our campus partners, we play an integral role in informing, engaging, and inspiring alumni to support the University by:

1. Participating and volunteering in University programs and events
2. Acting as ambassadors and advocates on behalf of the University
3. Giving to the University.

**YES Berkeley! Student Recruitment Mission Statement**

The mission of the YES Berkeley! Student Recruitment program is to:

1. Provide alumni volunteers with a visible and needed role within the outreach and admissions process that directly supports and furthers the needs and efforts of the University.
2. Increase the cultivation and recruitment of potential Berkeley students through relations with high schools, community colleges, and community based organizations.
3. Educate, train, and inspire alumni volunteers to act as ambassadors of the University of California, Berkeley.
Volunteer Job Description

Title
College Fair Alumni Ambassador

Reports To
YES Berkeley! Student Recruitment Program Staff
yesberkeley@alumni.berkeley.edu

Position Summary
College Fair Alumni Ambassadors play a major role in representing UC Berkeley at college fairs across the country. The Cal Alumni Association (CAA) and the Office of Undergraduate Admissions (OUA) will provide all volunteers with the necessary training to staff a table at a college fair and answer questions about the application and admissions processes for UC Berkeley.

Key Responsibilities & Duties
- College Fair Alumni Ambassador volunteer has read the CAA Volunteer Manual and signed all necessary agreement forms.
- Attend the required training provided by OUA – in-person and/or online webinar.
- Familiarize yourself with the all training materials provided by OUA.
- Punctual attendance to the college fair(s) you commit to attending.
- Timely response to CAA and OUA Staff emails or phone calls.
- Represent UC Berkeley in a respectful and professional manner to students, parents, and fellow alumni.

Qualifications
- Graduate of UC Berkeley and/or Cal Parent.
- Commitment to the mission of CAA and the YES Berkeley! Student Recruitment program.
- Completion of the in-person or webinar training provided by OUA.

Time Commitment
- College fairs are held between September and November.
- 2 hours to complete the required training session.
- 2 to 4 hours per College Fair that you are able to attend.
College Fair Alumni Ambassador Volunteer Job Description

Benefits
- Opportunity to connect with Cal alumni and form a local community of Cal alumni committed to giving back to CAA and the University
- Opportunity to volunteer for UC Berkeley and the Cal Alumni Association.
- Engage prospective students from your community by educating them about the application and admissions processes.

Training
- In-person (Northern and Southern CA) training and online webinar training dates provided in late August each year – attendance is required each year in order to participate.
- College Fair Alumni Ambassador Reference Manual
- Periodic updates from CAA and OUA program staff with updates and best practices in regards to questions and trends that arise during the college fair season.

Support from YES Berkeley! Student Recruitment and Office of Undergraduate Admissions
- CAA staff contact is available to help with any volunteer needs not related to the application and/or admissions processes.
- OUA staff contact is available to help with any application and/or admissions processes questions.

Conflict of Interest
If you have personal and/or professional conflicts of interests, such as working for an educational consulting company or are a school counselor/advisor, you may not volunteer as a College Fair Alumni Ambassador.