

## **Multicultural Recruitment**

### **Primary Responsibilities**

#### **Overnight Programs**

The Office of Admissions works in conjunction with student organizations to host four overnight programs each year targeting students of color. The student associate will work with members of the BSA, ASIA, RICE, HOLA and RSG to plan overnight programs that occur around major campus programs, including the November Open House, MOSAIC Month, and Preview. The RSAP will also coordinate the Multicultural Scholars Program for students of color that have been awarded academic scholarships or fine arts awards. The associate will work with prospective students to encourage attendance, find overnight hosts and create a program for each student who will be spending the night.

#### **High School Visits and College Fairs**

High school visits and college fairs are wonderful opportunities to meet students and for students and their parents to learn about Rhodes. The student associate will attend local and regional high school visits and college fairs with members of the Admissions staff and may attend some local community based programs as the primary admissions representative.

#### **Phone/Email/Mail Contacts**

We will continue the approach adopted three years ago regarding contacting prospective students. The RSAP will work with the student organizations to coordinate online chats and phonathons to connect prospective students to the programs and services available on campus.

#### **Community Based Programs**

The student associate will be also charged with overseeing our outreach program for local and regional community based organizations. In addition to schedule visits for interested groups, the RSAP will build relationships with national organizations so that we can create new partnerships.

### **Monthly schedule of responsibilities**

#### **August**

- Intern training
- Schedule biweekly staff meetings
- Set work schedules for the fall semester

**September**

- Introductory letter and brochure mailing
- First meeting with the Multicultural Advisory Board (9/9 @ 3:30 pm)
- Attend the first meeting of each multicultural student organization

**October**

- Multicultural Phonathon
- Memphis High School visits
- Start planning November Overnight Program
- Multicultural Advisory Board Meeting

**November**

- November Overnight Program
- Finish Phonathon
- Start writing holiday cards top scholars

**December**

- Finish holiday cards

**January**

- Phone calls and emails to prospective students
- MLK Overnight Program
- Multicultural Advisory Board Meeting

**February**

- Continue phone calls and emails
- Start planning the Multicultural Scholars Program

**March**

- Multicultural Scholars Program
- Phonathon for accepted students
- Start planning April Overnight Program for accepted students of color
- Multicultural Advisory Board Meeting

**April**

- April Overnight Program
- Calls/Email to accepted/deposited students
- End of the year celebration