

Volunteer Job Description

Educational Counselor

GENERAL DESCRIPTION:

An Educational Counselor (EC) provides vital assistance to the Office of Admissions. ECs discover and recruit potential candidates, interview applicants, and serve as a community resource. Each EC is appointed for a 3-year term.

AN OVERVIEW:

Conduct in-depth interviews of applicants and submit reports to the EC Office.
Attend events in your region, including a Central Meeting (with meeting preceding), and a yield event
Be in contact with the EC Office to report changes in your status, changes in your contact information, and/or problems (or positive experiences) you are having.

THE DETAILS:

- Interviews: On average, each EC conducts 6 one-hour interviews per season, between September and December. The number of interviews will vary depending on where you live, the number of applicants in your area, and the number of ECs in your area.
- Reports: After each interview, you will submit a report online on the candidate. Reports generally take an hour to prepare, and should be submitted within one week of the interview.
- Connections: You will serve as a resource for students and/or guidance counselors, while making an effort to provide accurate information about MIT, dispel misconceptions, and put a human face on the Institute. You will stay informed of changes at MIT and/or at the schools in your region, and will maintain contact with the EC Office.
- Events: In the fall, you will attend an Admissions Central Meeting (this is essential). You will also attend one yield event in the spring, if a yield event is being held in your region.

QUALIFICATIONS:

- ECs are supportive of MIT, enthusiastic about meeting young people, and willing to seek answers to their questions (with help from the EC Office).
- ECs stay up-to-date about MIT.
- ECs have access to the Internet, and maintain an email account. ECs must also have an Alumni Association Infinite Connection account.

TRAINING AND SUPPORT:

- The EC Office provides training and support, including detailed guidelines about how to conduct interviews and perform other EC functions. We supply all ECs with updated information about MIT,

as well as materials you can hand out to guidance counselors. Within the EC network, ECs also support and help each other.

- The Educational Council Regional Chair (RC) provides local help and guidance for ECs in their region.
- Recorded trainings for ECs are available in the [Volunteer Knowledge Base](#).

BENEFITS:

- As an EC, you will play an invaluable role in (and learn a great deal about) the admissions process. You will also become part of an active, expanded community. We will help you keep track of the students you interview, and explore ways in which MIT's resources might be leveraged in support of your local community.
- You will be supporting MIT in a vital way, enhancing the Institute's ability to have a positive impact on the world.