

STUDENT RECRUITING and RETENTION SUB-COMMITTEE GUIDELINES

TO: The Student Recruiting and Retention Sub-Committee of the Chancellor's Advisory Committee on African-American Recruitment and Retention

FROM: The Chancellor's Advisory Committee on African-American Recruitment and Retention (CAC AARR)

General Commission

The Student Recruiting and Retention Sub-Committee is responsible to the CAC AARR to assume the primary relationship to matters pertaining to recruiting admissions ambassadors and student retention by coordinating all matters related to recruitment and retention through the Office of Admissions.

Appointments and Composition

1. Appointments to the Student Recruiting and Retention Sub-Committee are made on an annual basis at the October meeting by the CAC AARR Committee Chair for the ensuing academic year.
2. The Chair of this sub-committee is to be a member of the CAC AARR.
3. Other members may be appointed as deemed necessary to assume the primary responsibility of coordinating all matters pertaining to recruitment through the S&T Office of Admissions.

Responsibilities

1. Identify and recruit Admissions Ambassadors and send their names to the Office of Admissions.
2. Assist with the recruitment of students through interactions with the Office of Admissions and Admissions Ambassadors in their geographic areas.
3. Maintain liaison and coordinate all activities related to recruitment with the S&T Office of Admissions.
4. Assist in identifying areas that affect the retention of students through personal interactions.
5. Establish liaison with and maintain a good working relationship with the S&T retention committee.