This resource is intended to give our ASC Directors a quick overview of the Director role as we head into the 2017-2018 application cycle. As we do with our general membership, we encourage you to visit the ASC Orientation for in-depth coverage of the ASC program and the interviewing cycle.

The role of the ASC Director

The ASC is one of the largest and most active Yale alumni organizations with arguably one of the most crucial roles in developing the future of Yale College. As ASC Director you lead a group of volunteers in interviewing and recruiting potential students to our campus community. It would be impossible for Undergraduate Admissions to do its work without the efforts of the ASC. You are at the forefront of this effort.

As a leader of your ASC’s efforts, you are responsible for:

- **Stewardship**
  - Maintaining and growing the ranks of ASC volunteers
  - Training new and returning volunteers
  - Providing feedback to volunteers
  - When the time comes, preparing a new Director to succeed you

- **Ambassadorship**
  - Leading the charge by being the face of Yale to students, families, and schools in your community
  - Encouraging your volunteers to have rewarding interactions as ambassadors for Yale

Resources for the ASC Director

There is a multitude of resources available for our ASC Directors as they provide leadership for their respective ASC’s. Most notably, the ASC portal went through numerous changes in the past year, making your role as a Director even more convenient.

- **Director Portal**
  All active and inactive interviewers in your ASC will be listed in the portal. Contact them by mid-September to welcome them back to the ASC and, more importantly, to confirm their participation in the upcoming admissions cycle. This will help to cut down interviewer reassignments later in the process.

- **Virtual Interviews**
  Your ASC may have “virtual” members. These are volunteers who may not live within the borders of your ASC, but in many cases have some connection. These volunteers are willing to interview students through virtual means such as Skype, Google Hangouts, FaceTime, etc. Please incorporate these volunteers into your interview assignments, especially for students who may live at the edges of your ASC.

- **Undergraduate Admissions**
  Please feel free to reach out to the Admissions Office via the contact information at the end of this document, should you need guidance or assistance.

- **Technology Upgrades**
  We continue to make upgrades to the Director portal to ease your use. Directors can now:
  - Add notes for applicants in the portal
  - Craft personalized emails to assigned volunteers
  - Adjust volunteers’ preferences and add notes
  - Email your entire volunteer corps
  - Easily track to see which volunteers have confirmed or declined interview assignments
Assigning interviews and managing your ASC (the Director portal)

The Director portal has been updated with additional features and a cleaner, clearer interface to better assist you in your work as an ASC Director. Please watch this brief instructional video to take a walk through the new portal.

The interviewing cycle

There are several important dates and time frames to remember throughout the ASC interviewing cycle. Please keep these in mind as you assign interviews, manage your volunteers, and keep track of interview reports.

Your ASC’s timeline may have additional markers, especially if you choose to organize events such as group interviewing days, ASC workshops or training, admitted student receptions, or “send-off” programs for matriculated students. We encourage you, as the leader of your regional ASC, to make the most of the calendar year and pursue creative programming for you and your volunteers.

Additional resources

You and your volunteers may find the following links helpful throughout the ASC interviewing season. Although ASC email correspondences will contain these links (and others), we encourage you to direct your volunteers to these resources as they carry out their interview assignments.

Contact us

If you find that you need additional support in your role as Director, or you simply would like to be in touch with Undergraduate Admissions, please feel free to contact your regional admissions officer, or one of the ASC staff members below:

Dara Norwood, Director of the ASC Program
Donna Alchimio, ASC Coordinator
asc@yale.edu (general questions and information)