

# Yale ALUMNI SCHOOLS COMMITTEE

## Overview for Directors

*This resource is intended to give our ASC Directors a quick overview of the Director role as we head into the 2020-2021 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.*

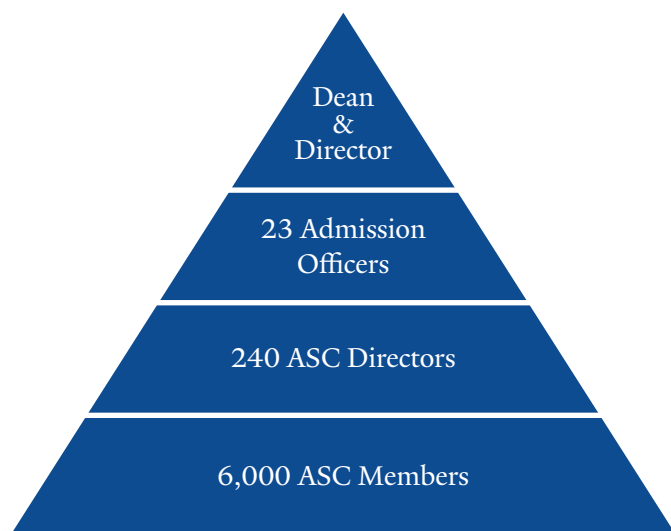
### The Role of the ASC Director

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
  - » Onboarding new and returning volunteers
  - » Providing feedback to volunteers
  - » When the time comes, working with the admissions office to nominate a new Director to succeed you and provide training.
- **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

### Admissions and ASC Structure



### Resources for the ASC Director

There are many resources available for our ASC Directors as they provide leadership for their respective ASC's. Most notably, the [ASC portal](#) has been designed and updated to make your role as a Director as convenient as possible.

- **Director Portal**

All interviewers in your ASC will appear in the portal. Those who have opted-in to the current admissions cycle will show "Yes" under the Active column. Contact them in the fall to welcome them back to the ASC and be in touch throughout the cycle to make sure interviews are completed and reports are submitted.

- **Types of Interviewers**

- Your ASC will consist of two types of volunteers:
- » **Local:** Interviewers who live/work within the geography of your ASC.
  - » **Non-local:** Interviewers who do not live/work within the geography of your ASC but wish to interview candidates in the region.

- **Interviewing with Technology**

All of your interviewers will utilize teleconferencing technology to carry out interview assignments. These platforms include Zoom, Skype, Google Hangouts, and Face-Time, among others. For additional guidance and best practices, members can click on "Interviewing with Tech" on the "My Resources" tab of the ASC portal.

- **Emailing your Volunteers**

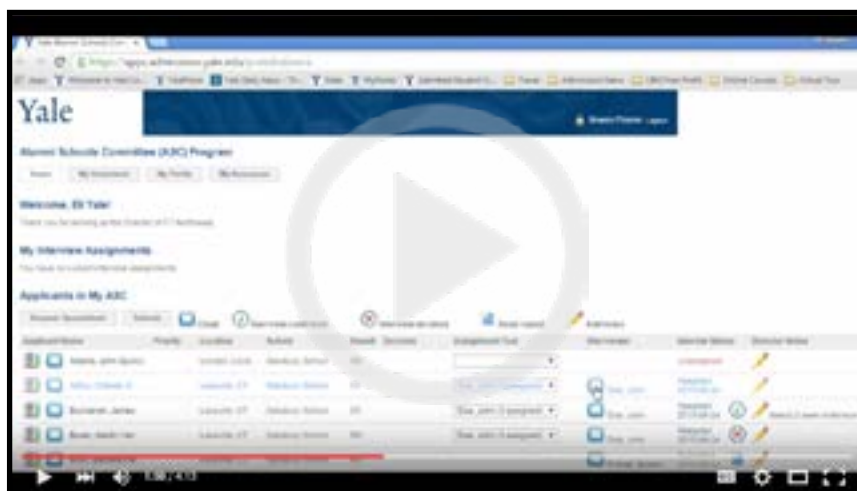
If you wish to email all volunteers in your ASC, you are able to do so via the portal. Simply click "Email Volunteers" under the "My Volunteers" tab, fill out the subsequent form with your email text, and the ASC Team will message all of your volunteers on your behalf.

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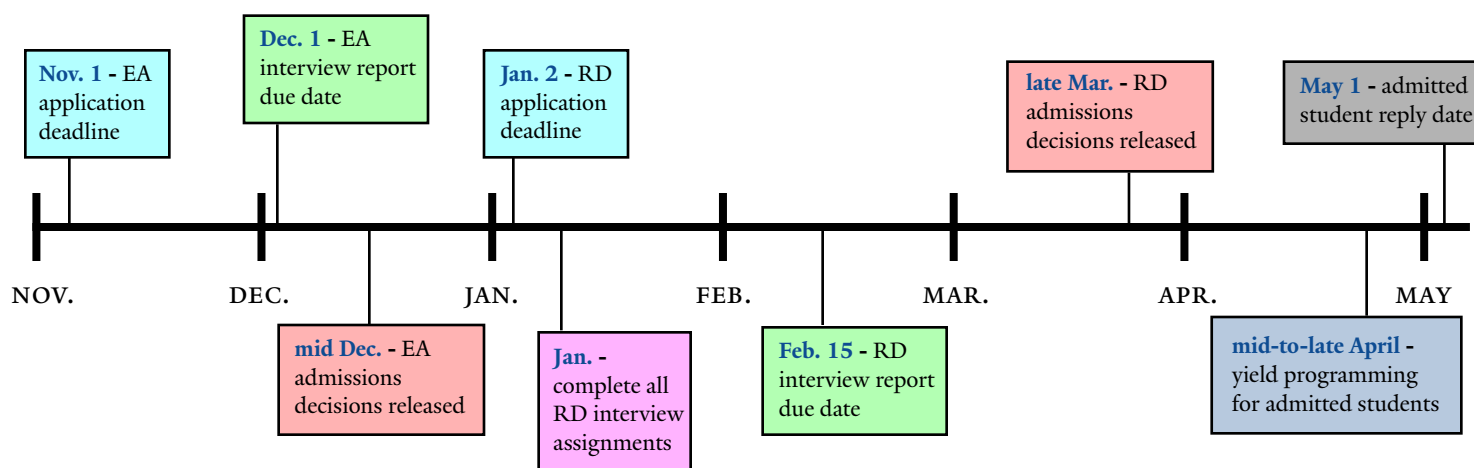
# Assigning Interviews and Managing Your ASC (The Director Portal)

The [Director portal](#) has been designed with functionalities and resources to assist in your work as an ASC Director. The portal will be the interface through which you assign interviews and manage your volunteers – consider it your administrative dashboard for the admissions cycle. Please watch this [brief instructional video](#) to take a walk through the 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 virtual 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](mailto:asc@yale.edu) (general questions and information)