TAN Interview Volunteer Position Description

As a TAN member and interviewer for Tufts, you will meet and interview Tufts applicants. You will have the opportunity to ask questions and learn more about each student, as well as answer their questions about your experiences. Providing your perspective as a Tufts alum is key to our program’s success!

**Responsibilities:**

- Familiarize yourself with the TAN portal. Instructions on how to access the portal will be sent via email.
  - Navigating the portal is critical to being a successful interview volunteer. All aspects of the process, including your list of students to interview, instructions on how to submit a post-interview evaluation, and other training materials will be on the portal.
- Volunteer to conduct interview with undergraduate applicants either in your local area or virtually through Skype/FaceTime. Each interview should last about 30-45 minutes.
- Complete and electronically send the appropriate interview write-up back to the Admission office within 72 hours of interviewing a student.
- Edit your TAN profile if you have any changes to your contact information, location, or volunteer status.
- Volunteer to represent Tufts University at College Fairs in your local area if your schedule allows.

**Time Commitment:**

The time commitment is seasonal. Alumni will only interview students who have applied to Tufts University and thus interviews will not begin until after applications have been received by the Admission Office. You elect how many interviews your schedule will allow for each interviewing round. The specific amount of time varies and depends on your availability and the number of applicants in your region.

- For Early Decision 1, interviews will be conducted on a rolling basis from mid-October to early December.
- For Early Decision 2 and Regular Decision applicants, interviews will be conducted on a rolling basis from early January to early March.

**Benefits of Volunteering:**

Serving as an Interview Volunteer with the TAN program provides the opportunity to:

- Stay connected with Tufts and give back with your time.
- Help the Admissions office to learn more about our applicants that we wouldn’t otherwise get to meet in person.
- Serve as a point of contact and potential resource to prospective Tufts students. Your perspective may influence a student to ultimately enroll!

**Eligibility Requirements:**

- Interview Volunteers should excuse themselves from the season if they hold a position that involves advising students on the college application, testing, or financial aid processes.
- Volunteers should decline an interview if they know the applicant.
- Volunteers should excuse themselves from the interviewing season if they have an immediate family member applying to Tufts University.

To learn more about our TAN program, please contact: TuftsAdmissionsNetwork@tufts.edu.
## Tufts Admissions Network Yearly Timeline

| Month      | Important Dates/Information                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------|---|
| September  | • Claim College Fairs in your area that are listed on the portal, if applicable.  
             • Lookout for information and emails to reactivate your membership for the new year.       |
| October    | • Early-Mid October: Review Training Materials (found on the Alumni Interview Portal) in advance of the start of interviews.  
             • October 15: Alumni will begin to receive their first interview assignments after this date and can start interviewing at any time. |
| November   | • Month of November: Alumni will conduct interviews.  
             • November 1: Early Decision 1 application deadline.  
             • November 6: Last day for ED1 applicants to request an interview.  
             • December 2: Post-Interview write-ups for all ED1 applicants are due to the Admissions office via the portal. |
| December   | • Mid-December: Early Decision 1 notification.                                                   |
| January    | • Month of January: Alumni will conduct interview for EDII and RD candidates.  
             • January 1: ED 2 and RD application deadline  
             • January 6: Last day for ED2 and RD candidates to request an interview.                        |
| February   | • Interviews Continue!  
             • February 2: Post-Interview write-ups for all ED2 applicants are due to the Admissions Office via the portal.  
             • Mid-February: Early Decision 2 notification |
| March      | • March 2: Post Interview write-ups for all RD candidates are due to the Admissions Office.  
             • Late March: RD notification.                                                                 |
| April-August | Thank you for interviewing! During this time, the Admissions office and the Alumni and Friends Network will be working to improve the program for the next academic year. |