

**Admission Interview Days  
Volunteer Roles and Responsibilities**

CPHS is looking for current students to help with the different components of our admission interview days! If you are interested in volunteering during one or more of our interview days, please read on for more details. There are many different volunteer roles we need to fill, so your help is greatly appreciated! Training will be provided for all these roles, so don't worry if you haven't done this before - we'll make sure you know what to do!

The following volunteer roles are available for in-person interview days:

**Set-up and Check-In**

- Assist CPHS staff with setup needs for the day
- Assist with checking candidates in for their interview day
- Assist candidates with trying on white/blue coats and recording size information
- Chat with candidates and make them feel welcome

**Interview Team**

- Interview candidates (interview questions will be provided)
- Answer candidate questions in the interview
- Make candidates feel welcome
- Role available for in-person and virtual interview days

**Interview Room Monitor**

- Set up interview rooms prior to interviewer arrival
- Check in interviewers as they arrive and make sure they have everything they need
- Assist interviewers with any technology issues
- Greet candidates as they arrive for their interviews
- Make sure candidates arrive at the correct room at the correct time
- Monitor interview rooms and keep accurate time
- Answer questions as they arise

**Tour Guide**

- Give tour of program learning facilities (classrooms and labs) and Drake campus
- Tour stops and training provided
- Make sure candidates arrive at the correct location at the correct time
- Answer candidate questions as they arise

**Lunch with Candidates**

- Candidates will have the opportunity to ask about student experiences during lunch
- Lunch provided by CPHS