Alumni play a vital role in SIPA’s recruitment efforts by sharing their SIPA experience with prospective and admitted students as Admissions Ambassadors. The program provides valuable support to SIPA’s recruitment efforts and is a rewarding way for alumni to engage with the SIPA community. Over the last two years, more than 100 SIPA alumni have volunteered to meet with prospective students or make welcome calls to newly-admitted students.

Volunteer opportunities vary throughout the year. Please review the activities and dates below and let us know at sipaalum@columbia.edu how you would like to get involved. Please feel free to reach out to us with any questions. We look forward to hearing from you!

Susan Storms, Director of Alumni Affairs, ss5020@sipa.columbia.edu

Co-Chairs of the Admissions Ambassadors Committee of the SIPA Alumni Association
James Profestas MPA ‘14, jamespro@gmail.com
Sarah Tomolonius MPA ‘09, srt2117@caa.columbia.edu

WELCOME MESSAGES & CALLS TO NEW STUDENTS

Join the team of volunteers reaching out to newly admitted students by email and phone to welcome them to the SIPA community and answer questions they have about the SIPA experience and degree. Here is an overview of the schedule and volunteer responsibilities:

- There are three rounds of outreach: November & January for returning volunteers, and March for new and returning volunteers.
- Each volunteer is provided with a detailed packet of talking points about SIPA to help with answering frequently asked questions.
- Volunteers are sent a contact list for approximately 15 students and a template for an email message which can be personalized. Welcome messages invite students to respond with questions or a request to set up a mutually convenient time to speak by phone or over Skype.
- Volunteers are typically matched with students by SIPA concentration or field of interest where possible.
- Documenting of conversations: Volunteers are asked to provide feedback about the questions and conversations with students through a short Google form questionnaire.
- The time commitment ranges from 8 to 10 hours for each round depending on the number of individual email or phone conversations. Typically, Ambassadors will personally speak with approximately 8 to 10 students.
- The volunteer commitment includes participating in prep and debrief phone calls with the Admissions Ambassadors Committee and the SIPA Admissions team.
WELCOME MESSAGES & CALLS TO NEW STUDENTS (cont)

Admission for Spring 2018 – Outreach in Fall 2017 by Returning Volunteers

- Week of October 16-20: Prep call with the Admissions Ambassadors Committee.
- Week of November 13-17: Volunteers receive contact list of new students, send welcome messages and begin scheduling calls with admitted students.
- Monday, December 4: Date by which outreach should be complete and documented.
- Week of December 11-15: Debrief call with the Admissions Ambassadors Committee.

Early Action Admission for Fall 2018 – Outreach in January 2018 by Returning Volunteers

- Week of December 4-8: Prep call with the Admissions Ambassadors Committee.
- Week of January 2-5: Volunteers receive contact list of new students, send welcome messages and begin scheduling calls with admitted students.
- Monday, January 29: Date by which outreach should be complete and documented.
- Week of February 5-9: Debrief call with the Admissions Ambassadors Committee.

Regular Admission for Fall 2018 – Outreach in March 2018 by New & Returning Volunteers

- Mid-January 2018: New volunteers receive an orientation packet and video.
- Week of February 5-9: Orientation/prep call for new volunteers with the Admissions Ambassadors Committee and the Admissions team.
- Week of March 5-9: Volunteers receive contact list of new students, send welcome messages and begin scheduling calls with admitted students.
- Friday, March 30: Date by which outreach should be complete and documented.
- Week of April 16-20: Debrief call with the Admissions Ambassadors Committee.
ATTEND RECRUITMENT EVENTS

The SIPA Admissions team hits the road this fall for a series of recruitment fairs and receptions for prospective students. Please let us know if you are interested in representing SIPA at one of these events.

New York City
   Saturday, September 16
   Tuesday, September 19
Friday, November 17 (Diversity Spotlight Program at SIPA)

Washington, DC       Wednesday, September 13 & Monday, October 2
Vancouver, BC         Thursday, September 14
Mexico City           Thursday, October 5
Seattle, WA           Monday, October 9 and/or Tuesday, October 10
San Francisco, CA     Wednesday, October 11
Los Angeles, CA       Thursday, October 12
Hong Kong             Monday, October 30
Singapore             Tuesday, October 31
Bangkok               Thursday, November 2
Tokyo                 Tuesday, November 7
Taipei                Wednesday, November 8
Seoul                 Thursday, November 9
Atlanta               Monday, November 13

HOST A COFFEE CHAT IN YOUR AREA – Fall 2017

Are you available this fall to meet over coffee with a prospective student? SIPA’s Office of Admissions is looking for MIA/MPA alumni volunteers to meet and talk with students who live in their city. If you would like to volunteer, please let us know your availability at https://apply.sipa.columbia.edu/register/coffeewithprospects.

REFER A STUDENT

Do you have a friend, associate or acquaintance that you feel would add value to the SIPA community? Please refer potential applicants to SIPA by completing a Referral Form here: https://apply.sipa.columbia.edu/register/?id=f8c63875-582a-4b12-bd56-4f0a8566e871