

CHS Academic Boosters College Night Coordinator Job Responsibilities

Job Responsibilities: Solicitation, invitation, and coordination of college participation
(Timeline assumes date of event in October)

- May:
 - Update database of college representatives / office of admissions addresses (Excel)
 - Print mailing labels
 - Update invitation to include RSVP / confirmation card and print
 - RSVP contact = academic booster volunteer not CHS because CHS mail is held during the summer months
- June:
 - Mail invitation
- July:
- August:
 - Track RSVP and update contact information as received
- August (mid):
- September (early):
 - Second mailing to those colleges from which we have not heard.
 - Call UC and CSU for RSVP
- September (mid):
 - Two to three weeks prior to event email confirmation is sent to attendees with a map attached with information about parking and dinner.
 - At this time the contact can be the Career Center Coordinator at CHS.
- September (late):
- October (early):
 - Follow-up to email, phone calls and etc to secure FINAL list of college representatives who will attend.

**Last Updated: 2/20/2010
Jenny Mumma**