

The Undergraduate Recruitment Committee (URC)

Office of Undergraduate Admissions and Visitors Center

The Undergraduate Recruitment Committee (URC) is a selective campus organization that coordinates student admissions volunteers. With over 150 members and an additional 150 volunteers annually, the URC is one of the largest and most active undergraduate organizations on campus. URC members are primarily campus tour guides but also lead a wide assortment of recruitment initiatives intended to introduce and affirm the Columbia undergraduate experience with the world's best high school students.

Basic Member Requirements:

1. **Weekly Campus Tours** – All members are required to lead a campus tour once per week on weekdays and select Saturdays while classes are in session.
2. **Staffing & Hosting for Days on Campus** – In April, all members help staff events and host admitted students overnight during Days on Campus, our admitted student program.
3. **Participation in Meetings & Trainings** – All our members are required to attend full-URC meetings and trainings that take place once each semester.

In addition to fulfilling their basic member requirements, many URC members choose to become more deeply involved in admissions work by participating in a few optional programs and initiatives including:

- **Engineering and Science Tours** – Engineers and science majors are encouraged to lead Engineering Tours or Science Tours, which are designed to supplement the general campus tour and provide more specific information about the student and academic experience those areas.
- **On-Campus Events** – Members support events for prospective students each year ranging from Engineering and Science Invitationals to the Multicultural Recruitment Open House.
- **Publications** – Members will be invited to offer quotes and take part in photo shoots for all new and revised admissions publications, as well for student profiles on our website.
- **Student Interviewers** – Veteran members in the URC interview first-year candidates for admission at off-campus locations and via telephone.
- **Social Media** – Members answer questions posted by prospective and admitted students in various groups created by the URC.
- **Phone-a-thons and Emails** – Reach out to admitted students via telephone and email during yield season.
- **Social and Mentorship Activities** – throughout the year, the URC sponsors fun community building activities for members of the URC.
- **Summer Interns** – Members may be invited to work in the Visitors Center or Admissions Office for the summer, either part-time or full-time.

All members must meet with success the complete URC application process, which involves (1) an application; (2) a brief interview with student leaders and admissions officers; and (3) an official training process that includes a day-long training followed by a tour shadowing process.

To Apply:

Online applications are **due by 5:00pm on Friday, October 31** and are available at the following link:

<http://undergrad.admissions.columbia.edu/rc>

Once you have submitted your application online, you will receive an email confirmation of its receipt, as well as additional information about signing up for an interview appointment.

URC interview will be held from 9:00am to 6:00pm during the week of Monday, November 10 through Friday, November 14.

Please contact urcinfo@columbia.edu with any questions.