The Undergraduate Recruitment Committee (URC) is a selective organization that coordinates student admissions volunteers. With over 200 members, the URC is among the largest and most active undergraduate organizations on campus. The URC aims to introduce and exemplify the Columbia undergraduate experience to high school students. The URC is critical to the success of the Columbia admissions process and offers current students the opportunity to help shape the future of our community.

**BASIC MEMBER EXPECTATIONS**

- **Weekly Campus Tours** – Lead one campus tour per week on weekdays and select Saturdays while classes are in session.
- **Staffing for Admissions On-Campus Events** – Support prospective student events each year representing a variety of different undergraduate perspectives. You may be asked to give tours, assist with check in or even speak on student panels.
- **Staffing & Overnight Hosting for Days on Campus and Perspectives on Diversity** – In April, help staff events and host students during our admitted student programs.
- **Participation in Meetings & Trainings** – Attend full-URC meetings and trainings that take place once each semester.

**ADDITIONAL LEADERSHIP OPPORTUNITIES**

- **Engineering Tours** – To supplement general campus tours, engineers are encouraged to undergo additional training in order to lead tours highlighting engineering facilities/experiences on campus (fulfill the weekly campus tour requirement)
- **Publications & Social Media** – Offer quotes and take part in photo shoots for admissions publications and student profiles on our website. Members may also welcome admitted students in various social media platforms curated by the Admissions Office.
- **StudentInterviewing** – Veteran members can interview first-year applicants to Columbia College and Columbia Engineering in-person over academic breaks and over the phone during the semester.
- **Phone-a-thons and Emails** – Reach out to admitted students via telephone and email during yield season.
- **Social and Mentorship Activities** – Join fellow URC members for study breaks and other community events.

To become a fully trained tour guide, all new members must complete the URC application process, which includes:

1. An application
2. A brief interview with student leaders and Admissions Officers
3. An official day-long training
4. Shadowing of information sessions
5. Both shadowing and leading of campus tours.

**TO APPLY**

Online applications are due by **5:00pm on Friday, October 26** and are available at the following link:

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

Once you have submitted your application online, you will receive follow-up with information about signing up for an interview. Interviews will be held from 4:00 pm to 6:00 pm from Monday, Nov. 12 through Friday, Nov. 16.