Hawk Ambassadors:
College Fair Procedures

Thank you for volunteering to help the Office of Undergraduate Admissions! By visiting a college fair, you will help us provide prospective students with information about Saint Joseph’s University and encourage them to apply.

Before the Fair:
When you sign up to visit a fair, the Office of Undergraduate Admissions will register you for that college fair. About a week before the fair, you will receive a box of materials including a table banner, information materials, inquiry cards, pens, a nametag, business cards for the admissions counselor in your area, and a pre-addressed return box or envelope for the inquiry cards and table banner.

Please review the Hawk Ambassador website, which has resources so that you are ready to answer questions from students and families at the college fair. It’s always ok to refer students to sju.edu or to contact the admissions office if you don’t know the answer to a question.

Dress for college fairs is usually business causal. Take some time to reflect on your own experience as a hawk and on what makes Saint Joseph’s University so special. As an alum and/or parent, you will likely be asked about your experience and why you or your student chose SJU.

At the College Fair:
Arrive a little early- so that you have time to set up your table. You may have to check in at the main entrance to the fair. When you arrive at your table, you can lay out the table banner and neatly distribute information books, inquiry cards, pens, and other information. Sometimes you will share a table with another college or university - please be respectful of their space.

Please remain standing at your table throughout the fair, and avoid texting on your phone. Excitement is contagious, and if you appear friendly and approachable, students will be more comfortable coming over to say hello. Please ask every student to fill out an inquiry card, and please note on the back of the card if a student may need special attention or if they made it clear that SJU is their first choice college.

You are not expected to be an expert on all the academic programs and the latest statistics! If you do not know an answer to a question- that’s ok, just say so. “I don’t know” is always better than a wrong answer. Students can write their question on an inquiry card, or you can give them the business card of the admissions counselor for that region.

If you have a last-minute emergency and are unable to attend the fair, please notify both the high school or organization sponsoring the fair, and the SJU Office of Undergraduate Admissions before the fair begins.

After the College Fair:
Please complete the college fair report form, and place it with your inquiry cards and banner in the pre-addressed box/envelope to be mailed back to SJU. Thank you for your help!