Admissions Tour Guide Position

Job Description:

Admissions Tour Guides are student leaders who are knowledgeable and enthusiastic about Alfred University. Tour guides must possess strong communication, organization and leadership skills. The job entails a great deal of responsibility, since it directly supports the enrollment efforts of the professional admissions staff and the college as a whole. Giving campus tours is the principle responsibility of the tour guides; the tours will introduce prospective students to AU’s campus, while providing them with relevant information about academics and student life. Often the tour is crucial in a student’s decision to attend a particular school. Tour Guides will also correspond with prospective students and assist admissions counselors with office responsibilities. In addition to regular work hours, Tour Guides are also required to take part in all admissions related events including Open Houses, Accepted Student Days, Saturday Information Sessions and large group visits.

Requirements:

- A minimum of a 2.5 GPA
- Excellent communication skills
- A positive attitude
- A valid driver’s license
- Two campus references

Benefits:

- Develop leadership and public speaking skills
- Work closely with college administrators
- Help with mission related initiatives
- Build your resume for future employment

Hours and Pay:

Student Tour Guides are required to work the assigned weekly shifts given to them prior to the start of the semester. However, scheduling is flexible and based upon students’ class schedules each semester. The pay is minimum wage for all employees. Both students who qualify for Federal College Work Study and those seeking Campus Employment will be considered, although preference will go to those students who possess work study.

To apply:

Complete the attached application and submit it, along with the required additional materials to the Office of Admissions (located in Alumni Hall) or via e-mail to tourguides@alfred.edu no later than February 15th, 2016.
Tour Guide Application Fall/Spring (2016-2017)

Part I

Name: __________________________________________________________________________

Banner ID: ___________________ Date of Birth _____/_____/_____

Cell Phone: (     ) _______-_________ Email: ________________________________

Home Address: ___________________________________________________________________


Year of Graduation: ____________  Cumulative GPA: __________

Major(s): ____________________________________________________________________

Minor(s): ____________________________________________________________________

Do you live on campus? YES    NO
    If yes, in which residence hall: ________________________________

Do you have work study? YES    NO
    If yes, how many hours/week: ________________________________

Have you served as a tour guide before? YES    NO
    If yes, where? ____________________________________________

Have you worked on campus before? YES    NO
    If yes, where? ____________________________________________

May we contact your previous employer? ________________

List all AU Activities you have been involved with: ________________________________

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Have you ever been involved with disciplinary action on campus? YES    NO
If yes, describe the incident and resolution: ______________________________________

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Please provide two on campus references: (staff/faculty only)

Name: ________________________________________________________________________

Position: ____________________________________________________________________

Phone: (        ) _____-_________

Email: _______________________________________________________________________

Name: ________________________________________________________________________

Position: ____________________________________________________________________

Phone: (        ) _____-_________

Email: _______________________________________________________________________

Name: ________________________________________________________________________

Position: ____________________________________________________________________

Phone: (        ) _____-_________

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Position: ____________________________________________________________________

Phone: (        ) _____-_________

Email: _______________________________________________________________________

Name: ________________________________________________________________________

Position: ____________________________________________________________________

Phone: (        ) _____-_________

Email: _______________________________________________________________________
Part II
Short Answers:

What three words best describe you?
______________________________________________________________________________

What is a “fun fact” about you?
______________________________________________________________________________

What is your favorite thing about AU?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What is your least favorite thing about AU?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Part III
On a separate sheet of paper, choose One of the two options below:

1. Include something related to Alfred University that represents your personality and what you will bring to our Tour Guide team. (Examples: Drawing, poem, collage, photo, piece of writing, description of an outside experience at a job or internship, etc.…)

2. Write a short essay about what you consider to be your most important experience at AU and how it will contribute to your effectiveness as an AU Tour Guide.

Part IV
Please attach a current resume

Part V
Please attach a copy of your course schedule for the current semester

Applicant’s Signature __________________________ Date __________

*Please return the completed application to the office of Admissions in Alumni Hall or via e-mail to tourguides@alfred.edu no later than February 15th, 2016.

Please note: Group and individual interviews will begin one week after the application deadline.