UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2014-2015

JOB TITLE: Admission Intern
DEPARTMENT: Office of Undergraduate Admission
ADDRESS: Sarah Brunet Hall TELEPHONE: 289-8033
SUPERVISORS: Brittney Quinones, Admission Counselor Christin Suthard, Administrative Coordinator

JOB SUMMARY: General responsibilities for the position to include some or all of the following: conducting prospective student information sessions to groups of visitors, interviewing high school seniors, representing the University at college fairs/high school visits, corresponding with students, parents, and counselors, conducting campus tours when required, and direct involvement in selected projects.

QUALIFICATIONS: The applicant must be an excellent oral, written, and personal communicator with exceptional skill and accuracy in keyboarding and tasks requiring attention to detail. A solid familiarity with Microsoft Word and Excel and Prezi programs is also necessary. Problem-solving ability, creativity, and strong work ethic are essential. A valid driver's license is preferred. Experience as an Undergraduate Admission Tour Guide is a plus. University of Richmond senior class standing is required. This is an excellent opportunity to work with admission professionals and gain valuable experience in group presentation, project coordination, and volunteer management. Applicant must have a 3.0 GPA to be considered.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position.

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