JOB TITLE: SPIDER KEY SOCIETY: TOUR GUIDE

DEPARTMENT: Office of Undergraduate Admission

ADDRESS: Sarah Brunet Hall

SUPERVISORS: Brittney Quinones, Admission Counselor
Christin Suthard, Administrative Coordinator

JOB SUMMARY: Once selected, the tour guide participates in several training seminars and tours. Each tour guide must remain in good academic standing and continue to be of good moral character. The tour guide is part of a professional team that is committed to annually recruiting and enrolling the best possible first-year class and transfers. The tour guide grows within the position each year and continues to tell his/her story to people from all over the world. To apply visit: https://orgsync.com/53588/chapter after Friday, November 14, 2014. Applications and all supporting documents will be due on Friday, December 5, 2014.

If later chosen as a Summer Tour Guide, responsibilities will only include giving regularly scheduled tours and being an email contact for prospective students.

Specific responsibilities include:

1. Conducting 2 - 4 scheduled and paid tours per month (including some Saturday tours) during which you accurately and honestly represent the student body.
2. Contributing and actively participating in one or more tour guide team projects such as:
   - Boomerang: going back to your high school to visit with the college counselor and talk about your positive experiences as a Richmond Student
   - Email communication with prospective students that contact you from the “Contact A Student” portion of our website coming soon
   - Overnight hosting
   - Recruitment, Hiring and Training of new tour guides
3. Attending the tour guide monthly meetings, as well as other seminars and events sponsored by the Office of Admission each semester.
4. You are required (throughout your tenure) to participate in all large visitation programs hosted by the Office of Admission, and to recruit other students to get involved. Duties include things such as panels, overnight hosts, class leaders, and more.
5. Each tour guide assumes responsibility for enhancing the overall admission effort through a mutual respect of other’s professional styles, an understanding of office priorities, the contribution of ideas and a greater sense of the overall goals of the Office of Admission.
6. Other paid positions are offered during the academic year: coordinator of a specific project, or as a senior you may apply for a senior internship. In the summer various tour guide employment opportunities are available.

7. ARC: Alumni Recruitment Committee member - we hope you will stay involved after graduation!

8. QUALIFICATIONS: The applicant must be a current undergraduate student and be an excellent oral and personal communicator. Problem-solving ability, creativity, and strong work ethic are essential. Applicants must have a 2.5 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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