### Position Title

**Admissions Tour Guide**

### Hourly Rate

**$7.50**

### Department

**Admissions**

### Supervisor

**Pat Walsh**

### Work Location

**Admissions**

### Account Number

**01-51503-00000-00000-xxxxx**

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**Do multiple individuals hold this position at one time?**

- Yes
- No

**Number of positions available:** 20

### Work Schedule

A student in this position can expect to work 2 - 3 hours per week.

The student will work

- [ ] Monday thru Friday
- [ ] Saturday
- [x] Sunday
- [x] any day of the week

Hours are available during the following times of the day: **Primarily Monday-Friday 8:00 a.m.-4:30 p.m./some weekends**.

### Department/Position Overview

The Office of Admissions is responsible for recruiting students for the College. Prospective students who visit the College are more likely to enroll than those who do not visit. Tour guides lead campus tours for prospective students and their families. The campus tour is a critical factor in a student’s decision to enroll.

### Description of Duties and Tasks

- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [ ] Conform to an established work schedule; reliably work set hours as assigned
- [ ] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [ ] Maintain the confidentiality of departmental/employee/student information
- [ ] Run errands on and/or off campus, including campus mail pick-up and delivery
- [ ] Perform light cleaning, departmental organization, and upkeep as required
- [x] Work efficiently and accurately without immediate supervision
- [x] Check in for tours once or twice a week
- [x] Complete 10 hours of training
Required Training and Skills

☑ Ability to communicate in a concise and effective manner, both verbally and in writing
☐ Detail oriented with strong organizational skills
☐ Familiarity with specific computer software, listed here:
☐ Familiarity with specific equipment, listed here:
☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: one year of coursework at Beloit; 10 hours of tour guide training
☑ Enthusiasm for the Beloit experience