UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Admission Student Intern

DEPARTMENT: Office of Undergraduate Admission

ADDRESS: Brunet Hall TELEPHONE: 287-1911

SUPERVISORS: Michael Richardson, Senior Assistant Director of Admission

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; 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; if not, appropriate training will be included. University of Richmond senior class standing (rising or current) 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. A formal resume should be submitted in addition to the standard student employment application.

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.

Student Employment office use only:

wage rate: Level II: Assistant Senior Intern Level III: Associate Senior Intern Level IV: Senior Intern index: 6878

February 16, 2016