

**Group & Virtual Tour Coordinator**Graduate Assistant Position Description

**Summary of Position:** The Office of Undergraduate Admissions is seeking a graduate assistant to assist with Group and Virtual Tours and the innovations related to Admissions Student Leadership Programs. This position also assists with other admissions opportunities and reports to the Associate Director of Admissions for Visits and Outreach Programs.

**Specific elements include but are not limited to:**

* Manages the scheduling, set up, and execution of group and virtual tours (parking, group tour calendar, catering, tour route, information sessions, zoom links, etc.) including but not limited to:
* Innovation of tour content and tour methods:
	+ Including implementation of new creative recruiting methods for campus tours
	+ Working directly with visiting students, parents, and chaperones
* Co-Advising the Admissions Student Leadership programs
	+ Mentoring Student Leaders
	+ Scheduling and planning of meetings and leadership trainings
	+ Scheduling volunteer hours (Admissions Events, Preview Days, Special Tours, etc.)Identifying ways to grow and promote Admissions Student Leadership Programs
* Working closely with the Associate Director on special projects designed to advance The Office of Undergraduate Admissions and the University. Candidate needs to have the ability to think creatively for new and progressive recruiting methods.
* Time management and the ability to work on multiple tasks is key
* Public speaking and presentations are an active part of this assistantship

This position will have ample opportunity to participate in all areas of the Admissions Office to understand it holistically (Operations and Recruitment)

**Our Office is committed To Making Your Experience Meaningful for Career Development:**

* Ample opportunities to work with multiple areas of campus
* Ability to work with all components of Undergraduate Admissions
* Support in discovering interests and offering opportunities for professional growth

**Compensation and Work Schedule**

* The Graduate Assistant’s tuition waiver and stipend is compensation for working approximately 20 hours each week.
* Typical work schedule is Monday-Friday, 9:00 am-1:00 pm.
* As weekend events occur, the schedule will be adjusted. Weekend work is required for this position.
* Ability to lift 20-30 lbs. is required.
* Position requires heavy amount of activity, walking, and driving university vehicles.