2015-2016 ADMISSIONS INTERN POSITION DESCRIPTION

OBERLIN ADMISSIONS INTERN EXPECTATIONS:

The Oberlin Admissions Intern serves as an ambassador to prospective students, families, and visitors. Interns can expect to work between 2-12 hours a week, including most Saturdays fall semester. All interns will conduct prospective student interviews, reply to prospective student inquiries, assist in information sessions, participate in case studies, and will be assigned to one or two teams, including: Campus Tour Team, Take Oberlin Home Team, Multicultural Team, International Team, and Event Planning Team.

CAMPUS TOUR TEAM (2 interns)

For the 2015-2016 year, two interns will report to the Tour Guide Program Supervisor and serve in a leadership role among the student staff of about 35 Campus Tour Guides. Primary duties will include:

- Coordinate Tour Guide schedules
- Assist with recruitment and training of new Tour Guides
- Participate in planning and leading regular Tour Guide meetings, trainings, and social events
- Evaluating and reporting tour data
- Conduct campus tours
- Assist with coordinating special tours and visit program tours

Interested applicants should be highly attentive to detail and possess strong oral and written communication skills. Familiarity with leading Campus Tours is required; familiarity with using Google Drive and Microsoft Office Suite is preferred.

MULTICULTURAL TEAM (2 interns)

For the 2015-2016 academic year, two interns will serve as a primary contact and liaison for the Admissions Student Advisory Council (ASAC) and support the Access Oberlin program, an all-expenses-paid visit program for students of color, first-generation to college students, and students from low socio-economic backgrounds. Primary duties will include:

- Volunteer recruitment and training
- Schedule volunteers for events such as Access Oberlin, on-campus student panels, virtual student panels, admitted student of color contact events, among others
- Moderate student panels
- Monitor multicultural admissions account and reply to prospective student inquiries
- Assist with Access Oberlin event planning and coordination

Interested applicants should be very interested in multicultural student recruitment, highly attentive to detail, comfortable with public speaking, and capable of completing projects without much supervision. Prior Admissions experience is preferred.

INTERNATIONAL TEAM (2 interns)

For the 2015-2016 academic year, two interns will serve as a primary contact and liaison for the Admissions Student Advisory Council (ASAC) and support the International Recruitment Team. Primary duties will include:

- Volunteer recruitment and training
- Schedule volunteers to participate in events such as virtual panels, social media, and video
- Moderate student panels
• Maintain ASAC student roster
• Update and maintain ASAC event calendar
• Monitor and reply to prospective international student inquiries

Interested applicants should be very interested in international student recruitment, highly attentive to detail, comfortable with public speaking, and capable of completing projects without much supervision. Prior Admissions experience is preferred.

EVENT PLANNING (2 interns)

For the 2015-2016 academic year, two interns will report to the Campus Visit Office and serve as a primary contact and liaison for the event planning team and volunteer Admissions Ambassadors. Primary duties will include:

• Recruit volunteer ambassadors
• Plan and lead ambassador training sessions
• Develop schedule of staffing needs and coordinate event staffing of volunteer ambassadors
• Track ambassador participation
• Solicit and review feedback from events and report results to the Campus Visit team; recommend options to improve event planning
• Oversee coordination of the Take Oberlin Home program

Interested applicants should enjoy working with people from all backgrounds, be highly attentive to detail, be comfortable with public speaking, and be capable of completing projects without much supervision. Prior Admissions experience is preferred.

PAY RATE: TBD

The Office of Admissions is an Equal Opportunity Employer. In accordance with College hiring policies for students, preferences will be given to candidates eligible for Financial Aid Job Awards.