



Tour Guide in the Office of Admissions (Student Leadership Position)

Position Summary

This is a position in the Student Leadership Community. This position is considered a leadership position because Tour Guides will represent the face of the university to prospective families and students. Tour Guide Members will also participate in events and conferences.

Tour Guides will provide information regarding the university and build relationships with our prospective students and families.

Minimum Qualifications

- 2.75 with good academic standing.
- Be a student in good standing free of academic, disciplinary, or chapel probation.
- Must adhere to the standards outlined in the student code of conduct and possess. commitment to academic discovery rooted through a Christian worldview.

Reports to

- Visit Team Manager in the Office of Admissions

Requirements

- Students will be required to attend all Admissions training sessions, meetings, workshops, & leadership training as well as work all Admissions events. Tour Guides will be given these dates ahead of time.
- Tour Guides will also attend tour guide meetings.
- They will also be required to work up to 10 hours each week (unless otherwise discussed with your supervisor).
- Need to be available to start training the week of August 24, 2020 and will work through May 17, 2020.

Qualifications/Skills

- Good with people
- Excellent communicators (spoken and written)
- Pride in AU
- Ability to speak to large groups of people
- Ability to interact with diverse groups (age, gender, ethnicity, socioeconomic, etc.)
- Approachable and friendly, able to follow directions
- Strong customer service skills
- Ability to learn
- Willingness to grow
- Good role model to peers (on and off the job)
- Representing AU well
- Ability to maintain confidentiality
- Being involved in campus activities and an active community member, and love of service.

Duties

- Giving tours to families
- Connecting with families
- Welcoming prospective families to campus
- Possibly working some off-campus events such as college fairs and conferences



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Academic and Christian Discovery