

Holy Cross College
Student Employment
Fall 2019

Title: **Tour Guide**

Department: Office of Admissions

Supervisor: Jonathan Hake

Email: jhake@hcc-nd.edu

Schedule: Approximately 3 hours per week to be determined with the supervisor

Rate of pay: \$8.50 per hour

Purpose

Guide tours for prospective students and their families visiting campus. It is their responsibility to accurately share and answer questions during a campus tour about the experiences of a Holy Cross student and the College in general.

Essential Job Duties:

- Conduct guided tours of the Holy Cross College campus for prospective students, parents, and guest
- Provide accurate information about the Holy Cross College and a student's prospective to all visitors
- Assist with Fall & Spring Campus Preview/Admitted Student Day events, Football Saturday's, and other admissions related events
- Report to Admissions Counselors information needed to follow-up with visitors
- Be "on call" to serve the needs of the office during hours determined by the tour schedule
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Preference will be given to students who have attended Holy Cross College for at least two semesters
- Excellent interpersonal skills
- Ability to work effectively with a diverse student population
- Ability to work with a minimum of direct supervision