Federal Work-Study Position Available

Today’s Date June 02, 2011

HIRING DEPARTMENT: Office of Admission

DESIRED START DATE: August 27, 2011 (First week of Fall semester)

EMPLOYMENT HOURS: 8-10 hrs per week depending on availability

JOB POSITION TITLE: Office of Admission Intern

JOB DESCRIPTION & DUTIES:

- Providing campus tours to prospective students and their families
- Assisting with Admission events such as Preview Days, Admitted Student Days, Counselor Tours, and designated College Fair(s)
- Adding prospective students inquiries to the Admission mailing list
- Assembling and handling materials for mass mailings
- Assisting with answering student questions over the phone, in person, and via e-mail.
- Other duties as assigned by members of the Office of Admission staff
- **Please note that this position does require some heavy lifting on a periodic basis

SUPERVISOR’S NAME: Matt Rinehart

SUPERVISOR’S CONTACT INFO: (909) 593-3511 or mrinehart@laverne.edu