

Admissions Visit Programs:

Job Description: Tour Guide

To apply:

- Fill out and complete an application that is attached to this sheet and turn it in to the Admissions Welcome Center: Room 220 of the Student Center.
- All hiring will be done a semester prior to employment.
- All applicant(s) interested **must** give a completed schedule of the following semester.

This position requires:

- Give tours to prospective students and families
- Mingle and use interpersonal skills to make guests feel comfortable and welcome
- Give tours to large groups from different high schools and school programs
- Work special events including but not limited to: Explore Eastern (Open House), Graduate Open House, Admitted Student Reception, and Presidential Scholarship Competition. All of these events require working on select Saturdays throughout the semester
- Office Work including but not limited to:
 - Answering phone calls inquiring about EMU, our visit programs, and admissions
 - Writing postcards to prospective students who took your tour
 - Make promotional calls to your respective high school and other areas urging students to take tours or come to any of our major events.
 - Complete office tasks – including creating folders, data entry, and document-running.
 - Complete any relate tasks given.

When applying please consider:

- Tours are offered Monday-Friday, and go out several times a day. There are two possible shifts available: 9:30am-12:45pm and 1:30pm- 4:00pm
- If hired, there will be new-hire training sessions on Fridays from 12:30pm -3:00pm, and a mandatory all staff meeting from 3:00pm-4:00pm.



Eastern Michigan University
Admissions Visit Programs: Tour Guide
Winter 2016 Application for Employment

- Please be aware of the following when applying for employment in Admissions Welcome Center:
 - Fill out application completely and legibly.
 - Look over and understand job description provided on the front page
 - Preference to applicants with 3.0+ cumulative GPA.
 - Work study is nice, but not required.
 - Be yourself. This is a fun job with fun people. Be honest, be you, be TruEMU.

General, Need-to-Know Information:

Name: _____

Student E-ID: E _____ my.emich e-mail: _____

Date of Birth: (MM/DD/YY) ____/____/____

Local Street Address: _____

City: _____ State: _____

Cell Phone: (____) _____ Home Phone: (____) _____

Permanent Street Address: _____

City: _____ State: _____

Additional Information:

What year are you at EMU? (Circle one) Freshman Sophomore Junior Senior

Major(s): _____

Minor(s): _____

College or High school GPA: _____

Anticipated Graduation Year: _____

List High School or College activities (Clubs/Organizations) you've participated in, on and off campus: _____

List any languages you speak, read, and write besides English: _____

Does your Financial Aid award include work study? _____ If yes, award amount: \$ _____



Employment History:

1. Employer: _____ Position Held: _____

Phone number: (____) _____ Dates Held: ____/____ through ____/____

Reason for Leaving:

Are we able to contact them: Yes:___ No: ___

2. Employer: _____ Position Held: _____

Phone number: (____) _____ Dates Held: ____/____ through ____/____

Reason for Leaving:

Are we able to contact them: Yes:___ No: ___

Picking Your Brain:

How did you hear about our office? _____

Why do you want to be a tour guide? _____

As an incoming student, why did you choose to attend EMU?

How do you think you can benefit our office? _____

What is one piece of advice you would give to prospective students about college life?

If you could create a class at EMU what would it be? _____

What are your three favorite candies? _____

Please describe yourself in three words: _____



Winter 2016 Availability

- **Put an “X” in boxes you are NOT available. Please make sure to consider the following:**
 - Please make sure to consider classes, other jobs, activities, and etc.
 - Tours are offered Monday-Friday, and go out several times a day. There are two possible shifts available: 9:30am-12:45pm and 1:30pm- 4:00pm
 - If hired, there will be new-hire training sessions on Fridays from 12:30pm -3:00pm, and a mandatory all staff meeting from 3:00pm-4:00pm.

| Day/Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
| 8:00-9:00 | | | | | | |
| 9:00-10:00 | | | | | | |
| 10:00-11:00 | | | | | | |
| 11:00-12:00 | | | | | | |
| 12:00-1:00 | | | | | | |
| 1:00-2:00 | | | | | | |
| 2:00-3:00 | | | | | | |
| 3:00-4:00 | | | | | | |
| 4:00-5:00 | | | | | | |

Don't forget to attach your course schedule for next semester!

All the information on this application is accurate to the best of my knowledge. I understand that falsification of information, for any reason, can result in termination. If employed, I give the Office of Admissions permission to review my academic progress.

Signature

Date

