

**JOB TITLE:** *Student JayWalker (Tour Guide)*

**DEPARTMENT:** Admissions

**CONTACT PERSON/EMAIL/PHONE #:** Paula Orenstein, Senior Associate Director of Admissions, [orensteinp@etown.edu](mailto:orensteinp@etown.edu), 717-361-1376.

**TO APPLY:** Applications may also be picked up at Office of Admissions front desk and returned there.  
**Deadline for returning applications: February 1, 2014.**

**STUDENT JOB DESCRIPTION:** JayWalkers provide campus tours for prospective students and their families during weekday hours, select Saturdays, and during Open House events. JayWalker Tour Guides are ambassadors of Elizabethtown College and work to build relationships with prospective students and acquaint them with the College.

**QUALIFICATIONS:**

- Ability to work extended hours as needed.
- Ability to work weekends.
- Ability to preserve confidentiality of information.
- Strong organizational skills and attention to detail.
- Good interpersonal skills and desire to be a team player..
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.

**PHYSICAL DEMANDS**

- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** Varies.

**PAY RATE:** 7.50 per hour

**SPECIAL SKILLS** (for example, drivers license, CPR certification, etc.):