



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Student Overnight Visit Coordinator*

**DEPARTMENT:** Office of Admissions

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

**TO APPLY:** Email Paula Orenstein at [orensteinp@etown.edu](mailto:orensteinp@etown.edu) for application. **Deadline: October 30th.**

**STUDENT JOB DESCRIPTION:** The student overnight coordinators are responsible for scheduling all activities related to a prospective student's overnight visit. This includes contacting trained hosts, professors, coaches, and other on-campus constituents. It is essential for the coordinator to be neat, reliable, organized, and detail-oriented.

### **QUALIFICATIONS:**

- Ability to work extended hours as needed.
- Ability to work weekends.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Exceptional customer service skills.
- Excellent oral communication skills..

### **PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs
- 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.
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**HOURS and/or HOURS PER WEEK REQUIRED:** Monday-Friday, 2 hours/day, some Sunday afternoons as needed.

**PAY RATE:** \$8.00 per hour

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):