



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Telecounselor*

DEPARTMENT: Admissions

CONTACT PERSON/EMAIL/PHONE #: David Stewart, Assoc. Director of Admissions, stewartd@etown.edu, 361-1166.

TO APPLY: Contact [stewartd@etown](mailto:stewartd@etown.edu) for e-application. Email completed application to stewartd@etown.edu. **Deadline: Sunday, January 21, 2018**

STUDENT JOB DESCRIPTION: Telecounselors contact prospective students via phone or internet, and answer questions related to the Elizabethtown College experience. This position requires the ability to connect with prospective students from various backgrounds with varying interests.

QUALIFICATIONS:

- Outgoing personality.
- Ability to connect in a positive way with prospective students.
- Strong connection to College activities such as athletics or clubs a plus.
- Study abroad experience a plus.
- Good interpersonal skills and desire to be a team player.
- Ability to preserve confidentiality of information.
- Strong organizational skills and attention to detail.
- Excellent oral communication skills.

PHYSICAL DEMANDS

- 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.

HOURS and/or HOURS PER WEEK REQUIRED: On call/As needed for Admissions events- (Monday thru Thursday, 6-8pm)

PAY RATE: \$7.50 per hour

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

AA/EOE