



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Overnight Visit Coordinator*

DEPARTMENT: Admissions

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

TO APPLY: Applications are available by emailing admissions@etown.edu. **Deadline for returning applications: April 6, 2018.**

STUDENT JOB DESCRIPTION: The Student Overnight Visit Coordinator is responsible for scheduling overnight visits for prospective students. This position requires professional contact with College faculty and staff via phone calls and email. Applicants should be familiar with Microsoft Office Suite and merge files. Strong interpersonal skills and the ability to work both individually and as a member of a team is desired.

QUALIFICATIONS:

- Ability to work daytime hours as needed (5-10 hours/week).
- Ability to work select weekends.
- Familiar with Microsoft Office Suite and merge files.
- 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.
- Dependable

PHYSICAL DEMANDS

- Occasionally required to stand for long/extended periods.
- 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: 8.00 per hour

SPECIAL SKILLS (for example, drivers license, CPR certification, etc.):
Driver's license preferred.