



## Non-Exempt Student Position Description

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<b>Position Title:</b>	Junior Counselor	<b>Date:</b>	2017-18 academic year
<b>Department:</b>	Admissions	<b>Status:</b>	Student Employment

### **Primary Function:**

Junior Counselors play a vital role in recruitment for Alverno College, in addition to serving as true “ambassadors” for the college with various constituencies. Jr. Counselors working with the Admissions Recruitment Team are specialists in recruitment, communication and event-related initiatives for Admissions and for Alverno College as a whole. Junior Counselors serve as the primary support to a staff Admissions Counselor in recruiting students to Alverno College.

### **Principal Responsibilities**

1. Work with prospective students, parents and high school counselors:
  - Leading campus tours
  - Participate in communications outreach efforts to connect with prospective students from a recruitment population (i.e. making phone calls, writing letters or emails, sending out promotional materials, etc.).
  - Using Alverno’s database system to document student contact
  - Meeting with prospective students and families for lunch visits or over coffee on campus
2. Support Admissions Counselors with various recruitment efforts:
  - Attend high school visits or other fairs/events as needed
  - Attend Admissions Recruitment Events such as Open House etc.
  - Assist Admissions Counselor’s in fair/event preparation
  - Coordinating with various professors on behalf of the Youth Options program
  - Additional recruitment support as needed.
3. Perform administrative office tasks, including answering front desk phone, assembling student mailings, general clerical work and other office duties as needed
4. Attend monthly training sessions to strengthen skills.

### **Qualifications**

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. One letter of recommendation from an Alverno faculty or staff member.
3. Must be Sophomore, Junior, or Senior standing and be available for the entire academic year.
4. Strong communication skills (written, verbal, interpersonal, etc.).
5. Ability to work 15-20 hours per week
6. Maintain a professional attitude and appearance (business casual) as a key ambassador of Alverno College to the public.

### **Additional requirements for all on-campus (student worker) jobs:**

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

### **Working Conditions**

General office environment

**Notes**

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

