| **Wittenberg University**  
**Student Employee Position Description Form** |
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<tbody>
<tr>
<td><strong>Department:</strong></td>
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<td><strong>Position Title:</strong></td>
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<tr>
<td><strong>Start Date:</strong></td>
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<td><strong>End Date:</strong></td>
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<tr>
<td><strong>Hours per week:</strong></td>
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<td><strong>Hourly Rate:</strong></td>
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<td><strong>To apply/inquire</strong></td>
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| **Duties and Responsibilities of position:** | 1. Interviewing prospective students and families  
2. Representing Wittenberg at local college fairs and on-campus visit program days  
3. Communication with students and families via phone, e-mail, social media and face-to-face communication  
4. Conducting initial review of student applications  
5. Interns will also assist with other duties as assigned, including but not limited to:  
   A. Planning and executing admission visit programs  
   B. Hiring and training of Tour Guides  
   C. Managing the office’s social media platforms  
   D. Overnight visit programs  
   E. International recruitment and communication  
   F. Transfer student communication  
   G. Back to Where We Started campaign |

| **Qualifications needed for position:** | The ideal candidate will demonstrate these qualifications:  
1. Junior or Senior standing  
2. Traditional student status  
3. Ability for a 20 hour work week, including several Saturdays each semester  
4. Strong communication skills  
5. Strong organization skills  
6. Adaptable to learning new software |

**Describe the interview/application process:**
| Applications are due by March 11, 5pm. Top applicants are selected for a 30 minute interview with the position supervisor and 1 current intern. |