

Student Employment Job Description

JOB TITLE: Student Admissions Caller

DEPARTMENT: Admissions

REPORTS TO: James Smith

REQUIREMENTS:

- **Education/Training:**
 - We provide the training and knowledge necessary.
- **Experience/Background/Knowledge:**
 - Calling experience a bonus.
 - A strong, evident love of MVNU required.
 - Desire to share that love and influence prospective students.
- **Skills:**
 - good conversationalist.
- **Attire on the Job:**
 - business casual
- **Expectations:**
 - to complete the tasks outlined for you daily and maintain a positive attitude
- **Special Requirements:**
 - Be available for additional events throughout the year and have a flexible schedule.

DUTIES (include but not limited to):

- Calling prospective students
- Interacting with students and their families at events
- Hosting prospective students overnight
- Being available for any additional duties that are asked of you.

NORMAL WORKING HOURS and DAYS:

- Monday through Thursday.
- 5 pm to 9 pm
- ****Required to complete a certain number of hours in a given week. Typically 8-12 hours, but it changes with each semester.****

Return Completed Forms to Human Resources