MULTNOMAH



STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: April 1, 2014
Department: Admissions

Position: Undergraduate Student Representative for 2014-2015 Academic Year

Supervisor: Thea Block

Hours per Week: 10-12 # of Jobs Available: 3

Job Description:

Provide assistance to the Admissions Office through contact with prospective students and support for Admissions staff.

Responsibilities include:

- Provide a friendly and welcoming atmosphere for visitors
- Call, write, and email prospective students
- Give campus tours
- Assist with campus visit events (Mondays@Multnomah & Preview)
- Potentially host campus visitors
- 3 hours a week of "telecounseling"
- General office support such as data entry, receptionist duties, and filing

Experience & Skills Needed:

- Deep knowledge of and love for Multnomah University
- Strong interpersonal skills
- Impeccable written and verbal communication skills
- Proficiency with computers, including Word, Outlook, Excel, and general data entry
- Must be a current undergraduate and must have attended Multnomah for at least 1 semester prior to application

If you are interested, please submit the following items to Thea Block in the Admissions Department:

- A completed Student Employee Application (can be accessed online or in the HR department).
 Include resume.
- A cover letter explaining your interest in this position and why you'd be a good fit
- Professor or staff reference; contact information or reference letter. Optional.

If you have questions regarding this position please contact Thea Block (theablock@multnomah.edu | 503.251.6486)