Title: Group Visits Director (student position)

Team: Office of Admissions, Purdue Ambassador Leadership Team

Responsible to: Stephanie Lester, Visits, Tours and Office Communications Coordinator

Skills/Competencies Required:

- Ability to work well with high school students (grades 9-12)
- Availability between 11 a.m. –noon (on at least one recurring Tuesday, Wednesday or Thursday during academic year)
- Excellent leadership and verbal communication skills
- Presentation skills
- High energy level
- Exemplary organization and time management skills
- Active Boilermaker

Key Responsibilities:

- Present 30-minute admissions information session for Group Visits (at least one day a week)
- Lead and coordinate a team of ambassadors to conduct group visits
- Liaise with Visits, Tours and Office Communications Coordinator to meet the specific needs of groups
- Assist in the training and scheduling of ambassadors
- Consistently deliver a quality campus visit experience
- Monitor individual activities to ensure appropriate behavior and safety practices.
- Maintain up-to-date database on group visit experience

$10 per hour
Mandatory training
2.5 GPA

Apply online