

UNIVERSITY OF DALLAS

Undergraduate Admission Student Worker

JOB POSTING INFORMATION

Job Description/Duties:

The Undergraduate Admission Office is seeking sophomore and junior undergraduate applicants for various Student Worker positions. This position is for the 2023-2024 academic year. Students who cannot commit to working for the full term will not be considered.

Students who are selected possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. This role will include contact with prospective students and families through a variety of mediums, likely including in-person events, phone calls, emails and social media. Candidates should be comfortable representing the best of UD to our prospects through these formats.

Positions available for hire are: Marketing Intern, Student Ambassador & Telerecruiter

- Marketing Interns work directly with admissions counselors assisting in reaching out to prospective students.
- Student Ambassadors assist in giving tours for daily visits and visit day programs. They also attend lunches and cap bar chats with prospective students.
- Telerecruiters work primarily during the evening calling prospective students.

Skills Required:

- Candidates should be prepared to become experts on UD's official messages, programs and history.
- Candidates will need to be prepared to answer questions about the application and admission process, student organizations, campus events, and recreational and spiritual life.
- They should be comfortable with technology, a strong writer and a good public speaker.
- Essentially, a Student Worker in the Admission office exemplifies the UD spirit.

Required Hours:

- Flexible; Monday – Friday; Some Weekend hours based on events
- 8hrs to 12hrs per week; more hours may be required based on events

Qualifications:

This is an **Undergraduate** position

APPLICATION PROCEDURE All interested applicants should submit a resume and cover letter via our online application form [Apply here](#) **Application deadline is May 1st.**