FWS Student Assistant Job Description

Department: Admissions  
Job Title: Tour Guide  
Pay Level: II  

Supervisor: Cecilia Santos  
Working Hours: 11:00 am to 12:00 Noon  
Hourly Pay Rate: $9.00

Job Summary (purpose or nature of work):
Gives tours to prospective students and their families.

Job Duties:
1. Gives tours to prospective students and their families
2. Assist at special campus events, including Open House and Preview Day

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Excellent knowledge of the campus and school
2. Knowledge of university infrastructure
3. Excellent interpersonal skills
4. Comfortable speaking to large diverse groups
5. Reliable

Type of Supervision Required:
☐ Direct Supervision - Student receives immediate, close and regular supervision
☒ General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: __________________________________________ Date: ______________________

Supervisor’s Signature: _________________________________________ Date: _____________________