

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Tour Guide Manager
Admission
Wade House
Darrell Aaron
September 1 - June 1
\$8.00/hr

Manage student tour guide program by training, evaluating, and scheduling tour guides. Provide tour guides with current information about Cornell College through emails, newsletters, and in person. All tour guide managers will do both office work and give tours to prospective students and their families. Managers need to be knowledgeable in admission, history, academic profile, and student life at Cornell.

**Principal Duties
and Responsibilities**

Schedule tour guides to cover all prospective tours, assist with totalling time cards, and give tours.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books

- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

Additional Job Qualifications

- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Strong oral communication skills, leadership skills, knowledge of Cornell College, and a positive attitude about the college.

Expectations

Be able to give tours Monday - Friday at 11:00 AM and 3:00 PM, morning tours on Saturdays, and possible tours on Sundays. Managers will also work before and after class in order to complete all office tasks.

Working Conditions

Both inside doing office work and outside giving tours.

Other