

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

Tour Guides
Admission
Wade House
Darrell Aaron
September 1 – June 1
\$7.25/hour
Acquaint prospective students and their families with Cornell College and the campus. Be able to answer questions on admission, history, academic profile, and student life at the college.

**Principal Duties
and Responsibilities**

To give tours of the campus.

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

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

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

Expectations

Be able to give tours Monday - Friday at 11:00 am and/or 3:00 pm, Saturday morning, and rarely on Sundays.

Working Conditions

Outside - all weather conditions, on tour with families. There is some office work available as well.

Other