

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

Visit Team  
Admissions  
Wade House  
Sharon Grice  
Academic Year  
7.25  
Coordinate the individual visits for prospective students and families.  
Organize the schedule: Interview, campus tour, lunch, classroom visit, special meetings. Arrange for overnight hosts.  
Coordinate hosts and classroom visits for large preview days.

**Principal Duties and Responsibilities**

Customer service/ Public Relations are crucial. Excellent communication skills a must. Significant interaction with faculty members and administration. Detail oriented and organized. Must be a team player.

**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**

Communication, organizational, and computer skills. Knowledge of Cornell, OCAAT, and benefits of a liberal arts education. Ability to communicate effectively, interact professionally,

maintain confidentiality in a variety of situations (in person and on the telephone)

**Expectations**

Minimum of 5 hours per week. Check in with supervisor at least three times per week.

**Working Conditions**

Works in a shared congested office space. Weekend work throughout the academic year, and evening/weekend phoning are expected.

**Other**

Employees may be required to perform other job-related duties as assigned. All requirements are subject to change over time, with possible modifications made to reasonably accommodate individuals with disabilities.