Pride Guide for Undergraduate Admissions

**Supervisor:** Amanda Crow, Interim Associate Director of Undergraduate Admissions

The primary responsibility of a Pride Guide is to assist with recruitment efforts for both freshman and transfer admissions. Pride Guides are campus role models and professionally demonstrate to prospective students and their guests all that SRU has to offer while sharing their own experiences.

Pride Guides should be comfortable speaking in front of large groups of people and have enthusiasm for SRU. The busy nature of the admissions office requires Pride Guides to be comfortable with following directions and completing tasks in an efficient manner. Due to the integral role of Pride Guides interacting with prospective students and their families, we expect them to be highly professional and responsible in all aspects of the job. This includes a positive attitude, flexibility in a fast-paced work environment, punctuality, dependability, dress, and language. Pride Guides also work at on-campus recruitment activities such as Daily Visits, Open Houses, Accepted Students Days, Saturday Group Visits, Special Request Tours, and Opportunity Knocks. In addition, Pride Guides assist the admissions staff with office work such as large mailings, filing, event preparation, and data entry.

Pride Guides have the unique opportunity to share their SRU experiences and connect with prospective students and families. Students gain real life experience by working in a professional environment that will enhance their public speaking, communication, customer service, and organizational skills. Expectations are high in order to prepare students for a future job no matter their desired career path.

**Time Commitment:** Pride Guides must be available for a minimum of 4-6 regularly scheduled hours per week during the Spring and Fall semesters. Shifts are typically 1.5-3 hours at a time but is based on availability and how often students are willing/able to work. Shifts Monday-Friday fall between 8:00am and 4:30pm during the Fall and Spring semesters and between 8:00am and 4:00pm during the Summer and Winter semesters. Pride Guides will sign a new contract each semester and are required to work all Open Houses, Accepted Student Days, and one Saturday Group Visit per semester. Summer and Winter hours are optional.

**Required Qualifications:**

- Current SRU student who is at least or will be a second semester freshman
- Must have at least a 2.5 cumulative GPA or higher
- Availability to work required weekend recruitment events (with exceptions for major-related requirements)
- Extensive knowledge of and pride for SRU
- Excellent communication skills (verbal and written)
- Excellent organizational and time management skills
- Positive attitude and outgoing personality
- Ability to take direction from supervisors
- Ability to work in teams and independently

**Required Documents to Apply:**

- Submit the Online Pride Guide Employment Application (Access SRU homepage - Click “Visit” - Click “Meet the Pride Guides”).
- After you submit your online application, you will need to email Amanda Crow the following information at amanda.crow@sru.edu
  a. Resume
  b. Two (2) Professional References
  c. Unofficial transcript showing cumulative GPA (screen shot with your name and GPA listed)
  d. 1-2 Paragraph Pride Guide Interest Statement