**Duties:** The primary responsibility of a Pride Guide is to assist with recruitment efforts for both freshman and transfer admissions. Pride Guides are expected to be 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 that Pride Guides play in showcasing SRU to prospective students and their families, they are expected to be highly professional and responsible in all aspects of the job. This includes but is not limited to, punctuality, dependability, dress, language, and attitude. Pride Guides will 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.

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

**Benefits:** Pride Guides have the unique opportunity to share their SRU experiences and connect with prospective students and families. Students are getting real life experience by working in a professional work environment and 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.

**Starting Salary:** $7.25/hour

**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
- Extensive knowledge of and pride in SRU
- Availability to work required weekend recruitment events
- Excellent interpersonal, communication (verbal and written), organizational & time management skills
- Positive attitude and outgoing personality
- Ability to take direction from supervisors
- Ability to work independently

**Required Documents to Apply:**

1. **Submit the Online Pride Guide Employment Application** (Access SRU homepage → Click “Visit” → Click “Meet the Pride Guides”). The online application will require you to include:
   - Two (2) Professional References
   - Pride Guide Interest Statement - One to two typed paragraphs explaining why you want to be a Pride Guide and how you can be an asset to the Office of Undergraduate Admissions.
2. Resume
3. Unofficial transcript showing cumulative GPA (screen shot with your name and GPA will suffice)
4. Document listing tentative availability for the upcoming semester (hours you are free to work M-F)

Additional application materials (resume, unofficial transcript, and document listing your availability) are to be submitted to Amanda Crow via scan and email to amanda.crow@sru.edu, by fax 724.738.2913, or dropped off at North Hall Office 135.