The Undergraduate Admissions Office (UAO) at Penn State is one of the largest, most complex admissions offices in the nation. With over 70,000 undergraduate applications to the admissions office each year, staff in the office work together in a team-oriented environment to recruit, advise and admit one of the most diverse and talented student bodies in the nation. Penn State tour guides are essential to the recruitment efforts of the office as they are often the first impression visitors have of the University. Our student tour guides share their pride, enthusiasm, and experiences of Penn State in professional manner to those who visit campus!

Qualifications:
- Must be adaptable and able to market Penn State to a wide audience (prospective students, faculty, alumni, or other)
- Must demonstrate a positive, enthusiastic attitude and strong customer service/interpersonal skills
- Must be able to commit fully to responsibilities and represent the Institute in a professional, positive manner
- Must be in good standing of your respective tour organization
- Must be available for a minimum of one tour weekly through August 12th
- Must be available from May 8th to August 12th

Compensation:
Tour guides will be paid an hourly rate of $9.00 per hour.

Responsibilities:
- Lead campus tours for prospective high school students and their families, as well as for other constituencies
- Lead campus tours for school group field trips community organizations, and early college outreach groups
- Serve in mingle, greeter, and escort capacities
- Represent the university in other capacities, such as escorting dignitaries and serving on student panels
- Assist with Spend a Summer Day programming efforts
- Participate in phone-a-thons and chats
- Assist with recruiting efforts within Undergraduate Admissions

To apply:
Please submit the following materials to 101 Shields Building (Welcome Desk) or email kym5147@psu.edu no later than Wednesday, April 27th at 5PM.
- Resume
- Application
- Detailed summer schedules including already planned vacation schedule

Questions should be directed to Kerven Moon at kym5147@psu.edu or 814-863-1420. Thank you for your interest in being a Summer Tour Guide within the Undergraduate Admission Office.
2016 RETURING SUMMER TOUR GUIDE APPLICATION FORM

Earn $18 per tour!

First Name: ______________________ Last Name: ______________________

Cell Phone: ______________________

PSU Email: ______________________ Alternate E-mail: ______________________

PSU Nine Digit ID: ______________________

Year: ___________ Major: _______________

Hometown______________________________ State: _______________

Shirt Size:  S  M  L  XL  XXL  XXXL

Organization:  Lion Scouts  SMART  Lion Ambassadors  Previous Summer Guide

Attended another campus? If so please specify.  YES  NO  _________________________

Interested in being a trainer?  YES  NO

• Assisting with training new guides throughout the summer
• Extra hours would be involved in the position
• Assist with tour quality control
• Must have availability for May training

1. List specific dates you would NOT BE AVAILABLE for summer 2016 (prior commitments) between May 9th and August 12th. Please note availability throughout the entire summer is strongly preferred.

2. Please circle all the days you will be AVAILABLE for Spend a Summer Day.

- Friday, July 22
- Monday, July 25
- Thursday, July 28
- Friday, July 29
- Monday, August 1

3. Do you work for Penn State or will you in the summer? If yes, please indicate where and specifically how many hours per week.

4. Circle tour times that you would be available for this summer. (circle all that apply)

--10:15 am – 11:45 pm
--11:30 am – 1:00 pm on Fridays
--2:00 pm – 3:30 pm
*private tours can be at other times as well

5. If you said yes to be a trainer, why are you interested in this position and why would you make a good trainer?

Application Due: April 27, 2016 by 5:00 p.m.  Drop off: 101 Shields Building (Welcome Desk)