Position Description:
Boston University’s Undergraduate Admissions Office welcomes approximately 20,000 visitors each summer to campus. The Summer Student Admissions Representative is responsible for welcoming families and assisting with every aspect of their visit, as well as administrative duties within the office. This is a full time position Monday – Friday, 8:30 a.m. – 5:00 p.m.

The duties of this position include:
- Welcoming visitors to campus and assisting them with their plans during their visit
- Leading hour-long walking tours of the University (often twice a day during our busiest times)
- Hosting students for lunch in the dining halls
- Answering incoming phone calls and emails
- Assisting with administrative duties as assigned by a supervisor
- You may also be selected as a student speaker to be in our information sessions.

Qualifications:
The Admissions Office is looking for enthusiastic, committed and articulate students who enjoy working with people and who would like to share their enthusiasm for BU with prospective students and their families.

Students who serve in the Admissions Office in any capacity are at the forefront of representing the University and the undergraduate student population to the approximately 50,000 campus visitors each year. Therefore, all students in these roles must be in good judicial, financial, and academic standing with Boston University throughout their tenure in the position.

Students are expected to be available in the spring semester for pre-training which will take place on March 26. Those graduating in May 2011 are not eligible to apply.

Dates of Employment:
Tuesday, May 24, 2011 – Friday, September 2, 2011
Students may take 6 unpaid vacation days during the period of June 20th through August 19th.

Mandatory Training Dates:
Saturday, March 26th 2:00 p.m. – 4:00 p.m.
Tuesday, May 24th – Friday, June 17th 8:30 a.m. – 5:00 p.m.

Compensation:
- $9.25/ hour
- On-campus housing from Monday, May 23-Sunday, August 28, 2011.

Please be aware if you are going abroad in the fall semester or moving off-campus that housing is not provided for the final week of work.

The following documents are required for your application to be complete:
- Resume
- Unofficial Transcript
- 1 Boston University Faculty or Staff Reference (List Contact Information ONLY)
- 1 Professional Reference (List Contact Information ONLY)
Summer 2011 Application

** Please complete the following application and submit it with the other required documents by Monday, February 7th at 5:00 p.m.

Name: ____________________________________________________________

Student ID#: U __________________________ Date of Birth: ________________

Local Mailing Address:______________________________________________

Permanent Mailing Address:__________________________________________

Phone Number: ____________________________________________________

E-mail Address: _____________________________________________________

Major/School/Year: __________________________________ Current G.P.A.: ________

Are you available to attend the mandatory training dates on Saturday, March 26th and Tuesday, May 24th – Friday, June 17th?

☐ YES  ☐ NO

Please list the name, telephone number and email address of ONE Boston University Faculty or Staff Reference.

Name: ____________________________________________________________

Title: __________________________________________________________________

Telephone Number: _________________________________________________

Email Address: __________________________________________________________________

Please indicate your relationship with this individual: ________________________________

______________________________________________________________

Please list the name, telephone number and email address of ONE Professional Reference.

Name: ____________________________________________________________

Title: __________________________________________________________________

Telephone Number: _________________________________________________

Email Address: _____________________________________________________

Please indicate your relationship with this individual: ________________________________

______________________________________________________________
Summer 2011 Application – Part 2

Please answer the following questions on a separate, typed page.

1. Are you currently involved in Admissions? If yes, please explain.

2. How did you hear about the position?

3. Do you plan to apply for summer work-study? All applicants are encouraged to apply for summer work-study through the work study office. Summer work-study applications should be submitted to the Student Employment Office. The due date has not been announced just yet but is typically due by the middle of March. Please visit http://www.bu.edu/seo/students/work-study/summer-fws for more information.

4. Where do you plan on living next year?

5. Are you interested in summer housing?

6. Have you applied to do FYSOP this summer, go abroad or to be an RA for next year?

7. Why do you want to work in Admissions this summer?

8. What skills do you possess that will help you to be successful in the position?

9. Do you have any experience in public speaking and/or customer service? If yes, please list and describe these experiences.

10. How did you spend last summer?

11. Why did you choose to attend Boston University?

12. What activities at Boston University have you been involved in?

13. What do you like best about Boston University?

14. If given the opportunity, what would you change about Boston University?

Applications are due by Monday, February 7 at 5:00pm.

Please hand-deliver this application, including your typed responses, resume and unofficial transcript to:

Admissions Reception Center
121 Bay State Road

Once your application is reviewed, you may be contacted for an interview.

If you have any questions, please contact the coordinators busummer@bu.edu.