

**Holy Cross College**  
**Student Employment**

**Title:** Admission Tour Guide

**Department:** Office of Admissions

**Supervisor:** Tim Cleaver

**Email:** [tcleaver@hcc-nd.edu](mailto:tcleaver@hcc-nd.edu)

**Schedule:** Ultimately determined by supervisor. On average 5-8 hours a week

**Rate of pay:** \$8.50 per hour

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**Purpose:**

To assist the Office of Admissions by leading campus tours for prospective students and their families. While giving tours, it is the responsibility of the tour guide to 1) accurately share about the Holy Cross College community, 2) answer questions of guests and 3) share positive personal experiences within the Holy Cross College community.

**Essential Job Duties:**

- Conduct guided tours of the Holy Cross College campus for prospective students, parents, and guest
- Provide accurate information about Holy Cross College academics, campus life and dorm life.
- Assist with Fall & Spring Campus Preview/Admitted Student Day events, football Saturday's, and other admissions related events
- Report to Admissions Counselors information needed to follow-up with visitors
- Be "on call" to serve the needs of the office during hours determined by the supervisor
- Other duties as assigned. This may include assisting in virtual admissions endeavors including but not limited to: virtual admissions presentations, videos and virtual campus tours.

**Minimum Education, Skills and Abilities:**

- Preference will be given to students who have attended Holy Cross College for at least two semesters
- Excellent interpersonal skills
- Ability to work effectively with a diverse student population
- Ability to work with a minimum of direct supervision