



# Pine Technical & Community College

## Student Employment Position Description: Admissions & Recruitment

**Rate of Pay:** \$14.00/hour

**Location :** Student Affairs: Recruitment and Admissions

**Supervisor:** Stacy O'Rourke

**Hours:** Up to ten (10) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** Assist with all aspects of on- and off-campus events including set-up and clean-up, greeting guest, leading individual and group tours, sharing personal college experiences to new and perspective students, and answering questions about PTCC and the college life environment. The person hired for this position will assist with updating promotional materials, create social media campaigns, and research best-practices for college admissions departments in presentation design, tours, and on-campus events. Assist with day-to-day functions such as: filing, making copies, creating informational packets for mailings, tracking promotional material inventory, and other office duties as assigned. This position will represent PTCC in a professional and ethical manner at all on- and off-campus events.

**Required Skills / Job Qualifications:** Proficient in MS Office Suite, excellent organizational and communication skills, attention to detail, with an ability to multi-task. Ability to work with diverse populations, work with a team as well as independently.

### Learning Objectives:

- Student employee will have the opportunity to learn excellent customer service skills, including public speaking.
- Student employee will have the opportunity to learn project management skills.
- Student employee will have the opportunity to learn variety of business-professional skills.

If you are interested in this position, please email the following items to Stacy O'Rourke at [stacy.orourke@pine.edu](mailto:stacy.orourke@pine.edu), with "Student Employment" in the subject line.

- List of relevant work experience
- Explanation of why you would like to work in Student Affairs
- Days and times you are available to work



800.521.7463/  
320.629.5100



[www.pine.edu](http://www.pine.edu)



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