OSUN
Student Employment Job Description

Job#: 9881
Department: Admissions Office
Job Title: Tour Guide
Supervisor: Mark Fegley   Phone #: 740-366-9332   Email: fegley.1@osu.edu
Hourly Rate: $ 8.40

Terms job is available: Summer ___   Autumn ___   Spring ___
Times job is available: Mornings ___   Afternoons ___   Evenings ___   Weekends ___

Job Description

Assist the OSU Office of Admissions by providing an approved and thorough campus tour for our guests. Students are asked to provide a personable and relatable approach to the tour which interjects their OSU story and experience into the conversation. Students will lead campus tours for the following groups: prospective high school students and their families, school groups, early college outreach groups, community organizations, alumni, and more. Students may also be asked to represent the university in other capacities such as: escorting dignitaries, serving on student panels during visit day programs, and assisting with administrative work. Work with confidential information. Tour Guides are expected to possess strong communication skills so as to be both professional and personable. Tour guides are expected to uphold the strictest of confidentiality standards. Flexible hours.

This job does not replace a full-time employee.

OSU Org-Fund #: 09731-012500