



Leadership in Higher Education

Admission Intern

Department: Enrollment Services

Title of Internship: Admission Intern

Admission Internship Description

Position Description:

The Admission Graduate Intern will contribute to the overall recruitment efforts of Baldwin-Wallace College by performing duties and obtaining skills typical of an Admission Counselor. The full range of recruitment and leadership duties will build on the Graduate Intern's current experience and expand to reach the specific goals of the Intern and B-W. This is a part-time (20 hour/week), 9-month position reporting to an Associate Director of Admission.

Major Internship Responsibilities:

1. Present Baldwin-Wallace College to groups of prospective students and parents, guidance counselors, and alumni in a professional manner.
2. Correspond with prospective students, parents, guidance counselors, and other constituencies.
3. Assist with the implementation of admission initiatives which may include programs and events, multicultural recruitment, parent to parent recruitment, calling nights, customer service and alumni recruiting.
4. Serve as a first-reader in the evaluation of applications.
5. Travel to high schools and college fairs representing B-W's distinctive educational opportunities for talented and diverse students.
6. Lead and manage the communication and execution of the Alumni mentor program, the scheduling of alumni involvement with college fairs, monitor the Alumni Educator communications, and manage the Parent to Parent outreach.
7. Perform other Enrollment Services duties (i.e. Transfer Admission, Conservatory Admission, Adult Evening/Weekend Admission and Financial Aid) as assigned.

Preferred Background or Skills:

1. Ability to relate to and communicate with students and families from diverse ethnic, racial, religious, socioeconomic, and cultural backgrounds.
2. Excellent skills in written and interpersonal communication.
3. Ability to provide leadership and direction.
4. Ability to articulate and represent the College in a positive manner, while interacting with prospective students, parents, and alumni.
5. Knowledge of computer applications, including internet, word processing, and databases.

6. Enrollment in the Leadership in Higher Education program at Baldwin-Wallace College.
7. A valid driver's license is necessary, as well as the ability to meet the B-W insurance standards.

Special Considerations:

None

Special Hours:

Will be expected to keep regular office hours (some Saturdays, if available). May be required to attend the Fall and Junior Visitation Day.

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Travel to local and regional high schools and college fairs using B-W vehicles.