



# Leadership in Higher Education

## Admissions Graduate Intern at Oberlin College

Department: Admissions Office  
Oberlin College, Oberlin, Ohio

Title of Internship: Admissions Graduate Intern

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### Admissions Graduate Internship Description

#### Position Description:

The Office of Admissions at Oberlin College invites applications for the position of Admissions Graduate Intern. This is a part-time (20 hour/week), 9-month Administrative and Professional Staff position reporting to a Senior Associate Director of Admissions.

#### Major Internship Responsibilities:

The Admissions Graduate Intern will contribute to the overall recruitment efforts of Oberlin College by assisting with the planning and implementation of procedures and programs for attracting and matriculating students. Responsibilities include, but are not limited to, the following specific duties:

#### Essential Job Functions:

- Present Oberlin College of Arts and Sciences and Conservatory of Music to groups of students, parents, guidance officers and alumni.
- Interview and evaluate prospective applicants.
- Correspond with students, parents, guidance counselors, agencies and other constituencies.
- Assist with the development and implementation of Admissions events, programs, and activities, which may include, but are not limited to campus visit, multicultural recruitment, alumni recruiting, and financial aid.
- Serve as a second-reader and assist in the evaluation and presentation of applications to the admissions committee.
- Travel to high schools, college fairs, agencies and conferences representing Oberlin's distinctive educational opportunities for talented and diverse students.

#### Preferred Background or Skills:

- Bachelor's degree.
- Experience and interest in working with prospective students, families, and guidance officers.

- Ability to relate to and communicate with students and families from diverse ethnic, racial, religious, socioeconomic, and cultural backgrounds.
- Excellent written and oral communication skills.
- A valid driver's license is necessary, as well as the ability to meet Oberlin College insurability standards.
- Enrollment in the Leadership in Higher Education program at Baldwin Wallace College.

**Special Considerations:**

- Professional development opportunities
- Access to Recreation Center and Reserved Parking
- Computer Networking Access

**Special Hours:**

Some evenings or weekends

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

None

**Required Travel:**

Required travel to recruitment fairs