



## **Lion Scout Program, Undergraduate Admissions Office** Graduate Assistant Position Description

### **Purpose**

The purpose of this position is to support the Lion Scout program, a student volunteer program of approximately 130 members in the Undergraduate Admissions Office. The Graduate Assistant works with these volunteers in order to accomplish the office's recruitment goals, but also to ensure that each volunteer's potential is met through leadership development, appreciation of diversity, and development of communication skills. This position works directly with the Student Volunteer Coordinator and Visitation Coordinator to design and implement programs to increase student involvement and to enhance students' collegiate experience by supporting the initiatives of the Undergraduate Admissions Office.

### **Responsibilities**

This position reports directly to the Visitation Coordinator and is approximately 20 hours a week, which includes evenings and weekend hours. This position will oversee the development of the Lion Scout program in the Undergraduate Admissions Office.

- Oversee rewards and reprimand system for Admissions student volunteers, including keeping attendance and maintain drops and misses.
- Oversee maintenance of Lion Scout membership database.
- Maintain student volunteer office and materials.
- Plan meetings for Admissions tour guides in consultation with the Admissions Visitation Coordinator and Admissions Student Volunteer Coordinator.
- Train Admissions tour guides according to the standards set by the Admissions Office.
- Attend weekly Executive Board and bimonthly Lion Scout general membership meetings.
- Counsel students regarding academic, personal, ethical, and leadership development issues.
- Coordinate opportunities for interaction between current and prospective students.
- Serve as a presenter for prospective student sessions.
- Serve as a mentor and role model to current students.
- Serve as liaison between students and admission staff.
- Participate in professional development opportunities.
- Hold daily and evening office hours.
- Work closely with Student Minority Advisory Recruitment Team (SMART) graduate assistant to maintain positive working relationships between Lion Scouts and SMART.
- Opportunity to assist with the coordination of a visitation program that accommodates over 40,000 visitors annually.
- Initiate new and innovative programs.

## **Learning Outcomes**

- Develop leadership, teamwork, and mediation skills through leading and advising student volunteer programs.
- Relate student development theories through daily work with students.
- Gain knowledge of diversity in working with a diverse student population.
- Gain knowledge of budget management.
- Develop management skills by working on multiple projects and program implementation.
- Identify tools that evaluate the effectiveness of student volunteer programs and customer service.

## **Qualifications**

- Enrolled full-time in a Master's graduate program, preferably in College Student Affairs, Higher Education, or Counselor Education.
- Able to work in a fast-paced environment.
- Handle multiple tasks at one time.
- Ability to work with a diverse population.
- Experience working with students.
- Supervisory experience working with students.
- Interest in Admissions work.
- Excellent written and interpersonal communication skills.
- Adept at using computers (e-mail, Web utilities, etc.)

## **URL for more information**

<http://admissions.psu.edu/>