Graduate Assistant, Campus Tours
Office of Undergraduate Admissions
Northern Illinois University

Office of Undergraduate Admissions: As an outreach unit for new freshmen and transfer students, the office aims to market NIU to priority student segments and enroll the most highly-qualified students possible to the University.

Department Mission: The Office of Undergraduate Admissions strives to meet enrollment objectives and market the University in a manner consistent with the vision, mission, and core values of the Division of Student Affairs & Enrollment Management.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: The graduate assistant for campus tours has a variety of duties critical to the daily operations of the office’s campus visit programs. From supervising the Northern Ambassadors (student tour guides) to scheduling and coordinating large group tours, this position demands a highly-organized managerial approach and the ability to solve the logistical challenges of large groups touring NIU’s expansive campus.

Responsibilities:

- **Time Management**
  - GA must show constant attention to punctuality when greeting and leading campus tours, and must also stress the importance of time management to the ambassadors he or she supervises

- **Oral Communication**
  - GA must be able to speak confidently to diverse groups of students, from elementary-age children to community college transfer students

- **Problem Solving**
  - GA should be able to adapt to last-minute schedule changes and ongoing preference changes for groups that visit campus

- **Organizational Skills**
  - As large groups visit campus nearly every day in the fall and spring semesters, GA must be extremely organized and demonstrate very close attention to detail

- **Leadership**
  - GA must feel comfortable leading large groups and giving instructions to teams of tour guides

- **Presentation Skills**
  - Position involves giving frequent informal presentations/talks to groups about NIU’s benefits

- **Group Facilitation**
  - GA will often lead a student panel responding to questions posed by large tour groups; GA will also have to feel comfortable chatting informally with tour groups as they await their presentations/tours

- **Supervision**
  - GA supervises 30-40 tour guides as well as 2-3 student coordinators
Requirements:

- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered.
- Comfortable with supervising Northern Ambassadors and leading large group tours of campus.
- Familiarity with Northern Ambassador program (or familiarity with NIU’s campus and offerings for undergraduate students).
- Willingness to adapt to last-minute tour schedule changes.
- Ability to talk with wide variety of students, parents, and school chaperones about what NIU has to offer.

Qualifications:

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
- Experience leading groups and the ability to take charge of large crowds of prospective students.
- Thorough knowledge of NIU offerings (majors, admissions requirements, historical facts, etc.).
- Experience working independently and making decisions quickly and without immediate guidance.
- Desire to gain extensive supervisory experience.

Salary/Compensation for a 12 month, 20 hours per week position include:

- Start Date: August 16, 2016
- Salary: $1000 per month, distributed semi-monthly
- Housing in residence hall: no
- Meal Plan: no

Contact Information:

Ted Campbell
Associate Director of Admissions
Office of Undergraduate Admissions
Williston Hall
815-753-8304
TCampbell9@NIU.edu

Northern Illinois University
Division of Student Affairs
& Enrollment Management