

Office of Admissions

Application for Student Employment

Personal Information

Name: _____ Student ID Number: _____

Hometown: _____ State: _____

Campus Box #: _____ Class Year (freshman, sophomore etc): _____

Cell Phone #: _____ Campus Email: _____

Major: _____ Minor: _____

On campus activities (sports, academics, co-curricular interests): _____

Student Overnight Visit Coordinator Job Description

The Student Overnight Visit Coordinator is responsible for scheduling overnight visits for prospective students. This position requires professional contact with College faculty and staff via phone calls and email. Applicants should be familiar with Microsoft Office Suite and merge files. Strong interpersonal skills and the ability to work both individually and as a member of a team are desired.

Please place your responses on the back if necessary

1. Why are you interested in working for the Office of Admissions?
2. What skills/qualities will you bring to the Office of Admissions and the overnight visit program?
3. Briefly explain the most positive & negative experiences you have had at Elizabethtown College. How have they affected you?

My signature below indicates that all information in my application is complete, factually correct, and honestly presented.

Signature of applicant: _____ Date: _____

Notice of Nondiscriminatory Policy: Elizabethtown College continues its policy of nondiscrimination on the basis of sex in compliance with the Title IX of the Education Amendment of 1972 in all activities and programs under its sponsorship. In addition, the College administers all actions without regard to race, creed, color, national origin, age or handicap as defined by law. These policies apply to application selection as well as application for employment and all other personnel actions with the College. Elizabethtown College is accredited by the Middle States Association of Colleges and Schools and is approved by the Department of Education, Commonwealth of Pennsylvania. Elizabethtown College is a member of the National Association of College Admission Counselors and complies with the NACAC *Statement of Principles of Good Practice*.