

Falcon Guide

Dates of Employment:

- Training for 2–3 weeks, then regular shifts.
- Average 2–8 hours/week.
- Opportunities to work during the summer, school year, and J-term.



Benefits:

- \$10.00/hour starting rate (workstudy available) with opportunity for salary increases.
- UWRP apparel and accessories.
- Flexible shifts that works with your class schedule.
- Enhanced interpersonal communication, time management, and customer service skills.
- Leadership development amongst student staff and professional staff.
- Advancement opportunities within the Admissions office.
- Be part of a dedicated team with peers who are innovative and forward thinking.

Position Responsibilities:

- Be the face of UWRP to prospective students and families during campus visits.
- Greet and assist guests upon arrival.
- Lead prospective students and families on campus tours.
- Respond to visitors inquiries and problem solve to find resolutions.
- Facilitate the check-in, student panel, resource fair, or other positions on large recruitment days.

Minimum Qualifications:

- Enrolled full-time (12 credit hours), degree-seeking undergraduate student.
- At least 3 semesters left until graduation.
- Minimum 2.30 cumulative GPA at time of hire.
- Committed to supporting students of all backgrounds and identities. Dedicated to self betterment and growth.

The Admissions Office is a passionate and driven team that values authenticity, flexibility, inclusion, and teamwork. We serve prospective students and support them through the enrollment process.