POSITION DESCRIPTION

TITLE: TOUR GUIDE
CLASSIFICATION: STUDENT STAFF

POSITION SUMMARY:
This is a full or part-time student position for orientation season within the public relations and marketing functions of University Housing responsible for leading tours of the residence halls and assisting the senior public relations coordinator with other orientation duties such as resource fairs and parent and/or student presentations.

SUPERVISOR:
Marketing Graduate Resident

CONDITIONS OF EMPLOYMENT:

1. Have a minimum semester and cumulative UGA grade point average of 2.5 at the time of application
2. Must be in good standing as defined by the university.
3. If enrolled in classes, may not exceed 20 hours of work per week, except when classes are not in session.
4. Reappointment is based up job performance, evaluation and continuing enrollment in the university.

RESPONSIBILITIES:

1. Lead tours of residence halls and answer tour participant questions.
2. Participate in training led by the senior public relations coordinator and the UGA Visitors Center.
3. Attend resource fairs in order to provide resident perspective to students and their families.
4. Attend orientation parent and student sessions in order to provide resident perspective to students and their families.
5. Maintain the tour rooms (restock fliers, rehang posters, straighten bedding, submit work requests for any custodial or maintenance issues that arise).
6. Represent the university and the department in a professional and friendly manner as well as promote the value of living on campus.
7. Support, communicate, enforce and abide by all university and department policies, procedures and regulations.
8. Perform other duties consistent with the purpose of the position as assigned.