

Tour Guide Job Description

The Admissions team is looking for reliable and enthusiastic student workers for our campus tour guides. Admissions tour guides are an integral part of the Admissions Visit Program. For many visitors, the campus tour is often the only individual student contact they experience.

Why YOU should be a tour guide:

- Walk backwards while sharing your favorite stories about LC!
- Be a crucial part of a prospective students college search and decision process.
- Improve your public speaking skills and learn new facts about your school!

Responsibilities and Duties:

- Attendance at trainings, dinner meetings, & Admissions events (details on page 3).
- Tour guides are required to familiarize themselves with the tour route and information included in training materials and covered at our dinner meetings.
- Tour guides are expected to give an informed and objective view of the College and make clear when they are stating their own opinion.
- You will be asked to submit a bio and photo for the Admissions' website. Additionally you will be asked to serve as a student contact to answer questions and inquiries about Lewis & Clark from prospective students.

Qualifications and Skills:

- **Work-study is required.**
- Strong communication skills (including active listening skills).
- Personable and outgoing nature.
- Enthusiasm and passion for Lewis & Clark.
- Punctuality, reliability, and accountability. Prompt responses to email, text, and phone calls are required. Tour Guides are expected to show up on time for every tour.
- A love for sharing stories and connecting with people!

Compensation:

- Compensation will be \$12 per tour and paychecks are granted monthly.

Application Process:

- **Complete and submit the attached application. Applications are due by 5pm on December 5th in the Fellows Suite of the Manor House.**
- Applicants are **strongly encouraged to shadow a campus tour** before their interview. Details for this suggestion can be found on page 4.
- **Sign up for and attend a mandatory interview.** Required interviews will be held at 15 minute intervals from 4:00-6:00pm on December 11th and 12th. **Sign up for your interview slot in the Fellows Suite of the Manor House.** If you have a prior commitment during the allotted interview times, email Sophie Vigeant at fellows@lclark.edu to set up a separate interview time.

Selection will be based on demonstrated interest, schedule availability, knowledge of the College, and verified academic good standing.

Part I. Tour Guide Application – Spring 2019

Preferred Name: _____ Full Name: _____ Pronouns: _____

L&C Activities (list top 3-5) _____

Email: _____@lclark.edu MSC Box Number: _____

Phone Number: _____ Class (Circle One): FR SO JR SR

Hometown: _____ Major/Minor: _____

Do you have work-study? Yes No

(Work-study is required for the tour guide position.)

Please mark ALL times you are available to give tours. You must be able to give a minimum of four tours per week, one primary tour and a few back-up tours. Below are the tour times for every week:

Monday 9:00-10:00 _____ 11:30-12:30 _____ 3:00-4:00 _____

Tuesday 9:30-10:30 _____ 11:30-12:30 _____ 3:00-4:00 _____

Wednesday 9:00-10:00 _____ 11:30-12:30 _____ 3:00-4:00 _____

Thursday 9:30-10:30 _____ 11:30-12:30 _____ 3:00-4:00 _____

Friday 9:00-10:00 _____ 11:30-12:30 _____ 3:00-4:00 _____

Saturday 11:00-12:00 _____

Preferred Time Slots: Write up to two for each choice (this is only a preference not a promise)

First choice slot: _____ Last choice slot: _____

****Group visits occur at various points throughout the semester. If available, are you willing to do a group visit?** Yes No

Other positions you are applying for (circle) Overnight Host / Tour Guide

Previous positions you have held (circle) Overnight Host / Tour Guide

Please answer each of the following prompts with 3-5 sentences on a separate sheet of paper:

1. Why are you applying for the tour guide position?
2. Describe your favorite experience at Lewis & Clark.
3. Describe a time that you overcame a significant challenge and what did this challenge mean to you as an individual.

Mandatory Admissions Calendar Events:

Are you available for training on Saturday, January 26th?

Yes **No**

Are you available for all three of our **Full Ambassadors Meetings held on February 5th, March 5th, and April 2nd from 4:00 - 5:30pm**? Please explain if you have a conflict on a specific day.

Yes **No:** _____

Are you available to give tours at **Pioneer Preview Day on Friday, February 15th**?

Yes **No**

Are you available to give tours at **Admitted Student Program on Saturday, April 13th**?

Yes **No**

Are you available to attend and volunteer at **Compass Scholars Weekend, Friday - Sunday, April 12th - 14th**?

Yes **No**

Please read and sign the following if you agree to the terms: I understand that I am required to complete tour guide training before I can be eligible for hire, and, if I am hired, I understand that I must show up for all scheduled tours and other tour guide obligations.

Name: _____

Signature: _____

Date: _____

Part II. Tour Shadow

Applicants are strongly encouraged to shadow one (1) Lewis & Clark campus tour before their allotted interview time. In order to show that you have shadowed a tour, please arrive at the Frank Manor House ten minutes before one of the following tour times:

Monday: 9:00am / 11:30am / 3:00pm

Tuesday: 9:30am / 11:30am / 3:00pm

Wednesday: 9:00am / 11:30am / 3:00pm

Thursday: 9:30am / 11:30am / 3:00pm

Friday: 9:00am / 11:30am / 3:00pm

Saturday: 11:00am

- Please check in the day before to make sure there are people schedule for the tour (and therefore the tour will be taking place)!
- The tour will take about an hour. After the tour is complete, please have the tour guide sign below:

Tour Guide Name: _____

Tour Guide Signature: _____

Applicant name: _____

****If you require any assistance in finding a tour to shadow, please feel free to notify Sophie (fellows@lclark.edu).**

Part III. Interview

Every applicant is required to attend a 15 minute interview. Required interviews will be held on December 11th and 12th from 4:00-6:00pm. **Sign up for your interview slot in the Fellows Suite of the Manor House.** If you have a prior commitment during the allotted interview times, email Sophie Vigeant at fellows@lclark.edu to set up a separate interview time.