



Office of Undergraduate Admission Undergraduate Admission Fellow Position Description

Admission Fellows will:

- Serve as faces of the Office of Undergraduate Admission and the student experience, demonstrating professionalism and strong communication skills
- Be knowledgeable of Babson College: academics, clubs, organizations, campus life, resources
- Conduct prospective transfer student interviews as needed
- Speak at weekly information sessions alongside staff as part of the campus visit program
- Work and support important campus visit events including: Preview Days, [Access Babson](#), [Launch Babson](#), and more. These events occasionally require both evening and weekend work
- Maintain a presence in the Lunder Admission Center lobby/reception area to welcome prospective students and families as they arrive for a campus visit
- Give tours of campus to visiting families and groups of prospective students
- Actively contribute to the Office of Undergraduate Admission social media efforts
- Assist the admission staff with events and projects of importance based on your personal interests and professional development/goals
- Occasionally staff the front desk/reception area to check in families for events, answer phone and emails and respond to inquiries from visitors and community members

Desired Skills/Qualifications/Commitment:

- Must be a junior or senior at the September start date. *Typically, only current sophomores and juniors are eligible to apply
- Comfortable public speaking, solid communication skills, professional maturity, discretion
- A genuine interest in promoting Babson College to prospective students and guests
- A commitment to diversity of all kinds and to creating and cultivating a diverse community at Babson; high level of customer service, supporting a welcoming visitor experience
- Comfort presenting to groups ranging in size from small to very large crowds
- Maintain involvement across a variety of campus groups and activities
- Demonstrate an interest in the undergraduate admission process
- Flexibility and the ability to mix candor with diplomacy, warmth with assertiveness, and humor with sensitivity
- Desire to lean into difficult conversations and solve problems, connect visitors to appropriate resources on campus
- Be committed to work 6-12 hours per week between both in-person and virtual hours
- Maintain full-time student status as a Babson undergraduate student and a 2.5 minimum semester and cumulative GPA both prior to and during your time as an admission fellow.

Pay & Benefits

- **Hourly pay: \$17.00 per hour**
- Refine your speaking, leadership, communication, and interpersonal skills
- Interact with students and families from around the world, making connections
- Have a meaningful impact in prospective students' college decision-making process

Position term: The position begins in September of each year. Once in the role, you are eligible for rehire without formal reapplication process by review of supervising staff members. Notwithstanding that, to retain employment you must remain in good standing at the College as defined by the Office of Community Standards.