

# DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Intern

**DEPARTMENT:** Admission

**DATE:** July 27, 2017

**SCHEDULE:** M–F, 10-12 hrs/wk, some weekends required

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Director

## **JOB FUNCTION:**

Assist a Regional Director of Admission with recruitment through verbal and written communication to applicants and prospective students, assist with travel/scheduling, and assist the office with tours and special events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	60%	Ongoing	Contact applicants and prospective students by phone, e-mail and other forms of written communication.
2.	15%	As Needed	Assist with coordination of fall and spring travel.
3.	10%	Ongoing	Maintain applicant information in Jenzabar EX computer system and in paper files.
4.	5%	As Needed	Required participation in occasional evening and weekend special visit days and recruitment activities.
5.	5%	Weekly	Attend regional director and intern weekly meeting.
6.	5%	As Needed	Assist the office with campus tours.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must maintain confidentiality.
2. Ability to solve problems and think critically and independently.
3. Ability to communicate effectively.
4. Ability to understand and interpret instructions to accurately complete work independently.
5. Ability to be dependable and responsible to assigned projects.
6. Ability to give campus tours.
7. Knowledge of Drury, its scholarships, academics, activities, etc.
8. Ability to use a telephone, EX computer system and Microsoft Office software, and basic office equipment.
9. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
10. Must have completed a FAFSA form (Financial Aid) for the current academic year.

## **WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The

employee frequently is required to stand and walk.