

Student Assistant Outreach Coordinator

The Palo Alto University Undergraduate Admissions Department is hiring three (3) Student Assistant Outreach Coordinators to work from October 1, 2016 to June 30, 2017, dedicating 15-20 hours per week. Student Assistant Outreach Coordinators will be required to travel to community colleges across the Bay Area and represent Palo Alto University. The visits will have the purpose of promoting PAU's undergraduate programs and obtaining inquiries to be submitted to admission counselors. Students will also be tasked with contacting prospective undergraduate students in the inquiry pool to ensure their continued interest and set up advising meetings for admission counselors.

Responsibilities at Community Colleges

- Drive to community college (days and evenings)
- Check in with Counseling Centers
- Drop off marketing materials to student services offices and mailboxes
- Set up tabling opportunities
- Check the Class Schedules for classroom visit opportunities
- Perform or set up classroom talks for counselors for day and evening classes
- Posting Flyers on community college campuses
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Daily Reporting

Complete a daily report for each program.

- Business Psychology:
 - # of new inquiries generated
 - # of inquiries called and talk to about PAU's programs
 - # of day classroom talks set up
 - # of day classroom talks given
 - # of evening classroom talks set up
 - # of evening classroom talks given
- Psychology & Social Action:
 - # of new inquiries generated
 - # of inquiries called and talk to about PAU's programs
 - # of day classroom talks set up
 - # of day classroom talks given
 - # of evening classroom talks set up
 - # of evening classroom talks given

Data Entry

- Collect student inquiry information
- Enter inquiry contact information into Jenzabar/EMP database
- Submit inquiry information to Admission Counselors

Phone Calls

- Call prospective students
- Answer questions or refer to counselors for advising
- Find out if still interested
- Walk through application process
- Set up advising appointments
- Report all activity, leads, and phone calls into Google database

Qualifications:

- Must be a current PAU student
- A valid driver's license and transportation
- Great communication skills
- Positive attitude and outgoing
- Experience with public speaking
- Professional demeanor
- Organized and detail oriented

Compensation: \$14/hour + mileage reimbursement from PAU main campus

Hours: 15-20 hours per week, Monday - Friday between 9:00am and 2:00pm and/or 3:00 to 8:00 for evening and online classes.

Please submit a cover letter and resume to the Assistant Director of Undergraduate Admissions Leonard Wilson at lwilson@palloatoul.edu.

Please specify your preference for homebase campus:

DeAnza (also including West Valley, Mission, Evergreen, and San Jose City College)

San Mateo (also including Chabot, SFCC)

Main Campus (also including Cabrillo, Monterey Peninsula College, Hartnell, and Gavilan)

Foothill (also including Canada, Skyline, Diablo, Las Positas, and Ohlone)