## FWS Student Assistant Job Description

<table>
<thead>
<tr>
<th>Department: Admissions</th>
<th>Supervisor: Cecilia Santos</th>
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<tbody>
<tr>
<td>Job Title: Tour Guide</td>
<td>Working Hours: 11:00 am to 12:00 Noon</td>
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<td>Pay Level: II</td>
<td>Hourly Pay Rate: $10.00</td>
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### Job Summary (purpose or nature of work):

Gives tours to prospective students and their families.

### Job Duties:

1. Gives tours to prospective students and their families
2. Assist at special campus events, including Open House and Preview Day

### Required (or Preferred) Skills, Knowledge, and Abilities:

1. Excellent knowledge of the campus and school
2. Knowledge of university infrastructure
3. Excellent interpersonal skills
4. Comfortable speaking to large diverse groups
5. Reliable

### Type of Supervision Required:

- [ ] Direct Supervision - Student receives immediate, close and regular supervision
- [x] General Supervision -- Student receives some delegation of responsibility and independence

*Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.*

Student’s Signature: ___________________________ Date: ___________________________  
Supervisor’s Signature: ___________________________ Date: ___________________________