Admissions Multicultural Visitation Program Assistant

Job Description

The Admissions Multicultural Visitation Program (MVP) Assistant position requires enthusiastic, articulate, highly organized, and extremely dependable students who would represent St. Lawrence to prospective multicultural students and families, and be an integral part of the multicultural recruitment and overall admissions effort. Candidates must be self-directed and have the ability to work well in a multi-tasking environment and as a member of a team.

MVP Assistant Minimum Eligibility Requirements:
- Sophomore or higher
- 2.5 minimum cumulative GPA, as well as a 2.5 minimum GPA for the most recently completed semester
- Good social standing at St. Lawrence

MVP Assistant Preferred Qualifications:
- Current student leader of a club, sport, and/or member of Thelmo
- PDS Scholar, KDS Scholar, CSTEP/McNair Scholar or HEOP Scholar
- Student interested in diversity and multicultural issues
- Student with programing and/or marketing experience
- Student that identifies in an underrepresented minority group, i.e., LGBT or Native American
- Student with a valid driver’s license, preferred but not required

MVP Assistant’s Responsibilities and Expectations:
- Recruit, interview, and supervise MVP hosts
- Establish and maintain relationships with MVP hosts, and with prospective multicultural students through outreach, personalized follow-up, emails and letters
- Assist with planning of, and taking key leadership roles, in the Celebration of Diversity event
- Assist program coordinator with tasks for the admitted student open house
- Assist with travel to local areas
- Assist with training MVP hosts
- Assist in forming a diversity mentorship program
- Be knowledgeable of programs and services offered at St. Lawrence, and accurately represent them to prospective student and families
- Look presentable at all times

Time Commitment:
- MVP assistants will work an average of 5-10 hours per week during the fall and 10-15 hours per week during the spring.
Additional Hours:
- Training sessions (January, April, September)
- Check-in meetings as determined by Program Coordinator

Compensation:
- MVP assistants will receive an hourly rate of $8.30

Application Process:
- To apply, please follow this link to complete the online application and include your resume
- A required statement of 300-500 words is needed to successfully complete your application for the MVP assistant position. You may write about anything that aligns with the statement topic: College access programs for multicultural high school students.

Applications are due by:
Sunday, January 3 by 11:59 pm

Finalists will be contacted over the winter break on Friday, January 8, 2016
Interviews will be held on Tuesday, January 19 and Wednesday January 20

If you have any questions please contact:
David Babb
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