

## ADMISSION RESIDENCE HALL HOST

Students working for the Office of Admission are the 'Face of Knox' and serve as representatives of Knox College to prospective students, their families and other campus visitors. Campus visits have a huge impact on college decision making, which means you have a huge impact on everyone that comes through our doors. Admission Residence Hall Hosts have the unique opportunity to further enrich the campus visit experience by giving prospective students a sense of what it's really like to be a part of the Knox community. Residence Hall Hosts will welcome visitors into their living space, host them for meals, participate in campus and community events with them, and demonstrate exceptional hospitality to ensure a personalized visit experience.

### THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

### Responsibilities:

- Admission Residence Hall Host role will begin during the spring term with training, tour shadowing, and assistance with recruitment activities. Additional training will take place just before the start of new student orientation in the fall.
- New residence hall hosts must also successfully complete IDIS 130: Introduction to Leadership course (.5 credit) during the spring term.
- Attend monthly admission ambassador meetings.
- Live in a residence hall space designated for daily campus tours and overnight visitors, maintaining a presentable space for hosting and tours at all times. One residence hall host will live in the Post Hall Admission suite and one residence hall host will live in the Admission tour apartment in Hamblin Hall.
- Serve as an overnight host for prospective students, taking them to dinner and campus activities, and introducing them to a typical night as a Knox student. Overnight visits typically begin around 6 p.m. and conclude with breakfast the next morning. You should expect to serve as an overnight host in conjunction with each on-campus admission event and as needed

throughout the year. You can expect to host 5-6 nights during the fall and winter term and 8-10 nights during spring per term. (Compensation is based, in part, on how many times you host--see below.)

- Demonstrate exceptional hospitality. Engage with visitors on a personal level and ensure each visitor has a memorable experience.
- Convey stories of the Knox experience and a Knox education with responsible honesty.
- Send personalized follow-up communication to visitors immediately after their visit.
- Adhere to standards of confidentiality and professionalism set forth by the Admission Office.

### **Characteristics:**

- Be able to relate to a variety of audiences, and work well with others. Appreciate and embrace a diverse and inclusive community.
- Demonstrate strong management skills. Be an effective communicator and can think quickly on his/her feet. Must be flexible and a quick decision maker.
- Possess a general knowledge of Knox academic programs, campus life, and student services. Be well informed about campus activities, current campus news, and what the city of Galesburg has to offer.
- Be an active member of the campus community, participating in campus events, organizations, athletics, and/or other activities.
- Be a full-time student at Knox College during the selection process and for the duration of employment.
- Maintain good academic and social standing.
- Demonstrate a strong commitment to the goals, missions, and values of Knox College and the Admission Office. Each Ambassador must abide by professional and ethical standards of conduct, including all Knox College policies.

### **Compensation:**

- Admission Residence Hall Hosts will receive a single room at half the double rate, \$100 per term stipend, plus \$25 per visitor/per night.