

Ferris State University

Office of Admissions

Student Recruiting Associate

Application Packet

# Student Recruiting Associate Packet Index

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# Summer 2012

## Student Recruiting Associate Position Description

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### Overview

The Ferris State University Student Recruiting Associate position is an excellent employment opportunity that enhances leadership, communication, customer service, and public relations skills, while positively promoting the University to prospective students and their families. Student Recruiting Associates provide a positive student's point-of-view within the admissions recruitment process. They also work directly with prospective students and their families, to lead and support designated admission programs.

Student Recruiting Associates need to be open and flexible to unique scheduling requirements. They also need to be available for additional assignments that may be required. Student Recruiting Associates' ultimate goal is to increase the enrollment at Ferris State University by providing prospective students with a positive experience through designated programs.

### Daily Admission Tours

- Assist with any required set-up and/or clean up needed for the daily Admission's tour.
- Lead prospective students and guests through a guided walking tour of campus.
- Answer prospective questions as appropriate.

\*Daily visit tours are typically scheduled to take place Monday-Thursday at 1pm, and on Fridays at 1pm and 3:30pm.

### Dawg Days

- Assist Dawg Day staff with the set-up and tear-down.
- Participate on a student panel as part of the Admission's presentation during Dawg Days.
- Lead prospective students and guests on a guided tour of campus.
- Assist Dawg Days staff with other duties throughout the program.

### New Student Open House

- Assist Admissions staff with set-up and tear down as assigned.
- Interact and socialize with admitted students and their families throughout the program.
- Assist Admissions staff with other duties throughout the program.

### W.N.F. Dinners

- Assist Admissions staff with set-up and tear-down as assigned.
- Interact and socialize with W.N.F. scholarship recipients throughout the program.
- Assist Admissions staff with other duties throughout the program.

### Communication Center

- Be available to work in the Communication Center as need. This may include evening calling and other duties as assigned by Communication Center staff. As much notice as possible will be given.

### University Representative

- Positively promote the University to new students and their families.
- Role model appropriate behavior both on and off-campus, as well as online to new students and their families.
- Be prepared to discuss leadership opportunities both in and out of the classroom.
- Display Ferris pride and school spirit in all activities associated with designated Admission Programs.
- Be energetic, ambitious, and willing to assist with other duties as assigned. This may include physical exertion such as lifting, walking, and carrying objects.

# Qualifications, Requirements, and Compensation

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## Qualifications

- Be a full-time student (maintain 12 undergraduate credits).
- Currently have and maintain a 2.5 cumulative GPA or higher, and maintain a 2.0 GPA each semester.
- Not currently on academic or disciplinary probation.
- Demonstrated sense of responsibility, dependability, and punctuality.
- Have a positive, friendly, and compassionate personality.
- Be self-confident and articulate.
- Have a general working knowledge of FSU as well as the local communities and all they have to offer.
- Experience in giving presentations and leading group discussions is strongly encouraged.

## Requirements

- **Must** attend the Spring Employment Workshop training session.
- **Must** attend *all* of the Student Recruiting Associate training sessions.
- **Must** be available to work 2 daily visit tours a week. Daily visit tours are typically scheduled to take place Monday through Thursday at 1pm, and on Fridays at 1pm and 3:30pm.
- **Must** work six (6) Dawg Days in the 2012-2013 school-year. Dawg Days are scheduled on Saturdays in the Fall and Spring semesters.
- **Must** be available to work New Student Open Houses in the Fall and Spring semesters.
- **Must** be available to work W.N.F Dinners in the Fall and Spring semesters.
- **Must** be available to work in the Communication Center as needed.
- **Must** attend all staff meetings.
- **Student Recruiting Associates are expected to work approximately 150 hours per semester.**

*Note: Alternative work assignments may be available or required, in addition to those currently listed above.*

## Compensation

- Pay Rate is \$10 an hour.
- Student Recruiting Associates will receive priority registration.
- Ferris State University attire will be provided.

# How to Apply and Interviewing Tips

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## How to Apply

Students interested in applying for a Student Recruiting Associate position should turn in the following to Rankin 255, the Dean of Student Life Office, no later than April 13, 2012:

- **Student Recruiting Associate Resume Cover Page** - Complete the Student Recruiting Associate Cover Page, on page 6, and attach it to your resume.
- **Resume** - Interested applicants are encouraged to attend a resume workshop offered by the Career Services Office. Contact Career Services for more information by calling (231) 591-2685.
- **One (1) Letter of Recommendation** - Your letter of recommendation should be obtained from a past or current employer, high school teacher, coach, or from a Ferris State University faculty or staff member. Personal references will not be accepted (e.g. friends, co-workers, family, etc.). Letters of recommendation may either be turned in with your Student Recruiter Resume Cover Page and Resume or may be mailed separately to:

**Office of the Dean of Student Life  
Attention: Nicholas Campau  
Rankin Student Center, Suite 255  
805 Campus Drive  
Big Rapids, MI 49307**

## Tips for the Student Recruiting Associate Interview Process

- Be prepared for a phone call to schedule an interview. If you know you may be unavailable make sure that (a) your voicemail message is appropriate and (b) your voice mailbox is not full.
- Think of answers to the following sample interview questions:
  - Why do you want to become a Student Recruiting Associate?
  - If a student shared his/her concerns with you about coming to college, what would you tell them to ease their mind and help them feel more comfortable?
  - What do you think are some issues that are impacting college students today?
  - What is one of your positive Ferris experiences that you would share with a potential student?
- Be sure of the time and place of your interview.
- Be sure to arrive a few minutes early, but do not interrupt the interview in progress when you arrive.
- Greet everyone when you enter the room.
- When answering questions be sure to make eye contact with everyone in the room, not just the person asking the question.
- Be prepared to explain why you want the position.
- Don't be distracted if the interviewers take notes during your interview.
- Be clear, articulate, and honest when answering questions.
- Be prepared with questions to ask at the end of the interview. Appropriate questions to ask would include:
  - What is the next step in the hiring process?
  - What makes a good SRA candidate?
  - What does training typically consist of?

# Student Recruiting Associate Resume Cover Page

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Name: \_\_\_\_\_  
(print or type)

Student ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Summer Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-Mail Address \_\_\_\_\_@ferris.edu

*You may be asked to show your social security card, and other documents to complete an I-9 and W-4 form if you are hired.*

I am currently in the College of \_\_\_\_\_ and my major is: \_\_\_\_\_

I expect to graduate in \_\_\_\_\_ of \_\_\_\_\_. I have lived in a residence hall for \_\_\_\_\_ semester(s).

I have \_\_\_\_\_ semester(s) remaining at FSU. My current cumulative GPA is \_\_\_\_\_.

## **FERPA Information Regarding Letters of Recommendation:**

The Family Educational Rights and Privacy Act of 1974 permits the student to waive their right to inspect confidential letters and confidential statements of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read their references.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Waiving your right to inspect letters of recommendation or not, will not impact our hiring decision.**

## **Deadline:**

Must be turned in by April 13, 2012 at 5:00 pm to: **Office of the Dean of Student Life, Rankin Center 255**

# Frequently Asked Questions

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## **What does a Student Recruiting Associate really do?**

SRAs are student leaders who are employed by the Admissions Office to work directly with families and students who are interested in attending Ferris. SRAs are most recognized by leading a walking tour with guests across campus. In addition, you'll be given the opportunity to work other Admission's events where you will be able to share with prospective students and their families your experiences and why you chose Ferris.

## **What happens after I apply?**

Students who meet the minimum qualifications should expect to receive a phone call to schedule for an interview on Friday April, 20.

## **How many hours will I work in a week?**

SRAs can work anywhere from 2-10 hours a week depending on the number of tours they do, and what Admissions events are scheduled for that week.

## **When is training, and what does it consist of?**

Training is scheduled for Friday, August 24 and Saturday, August 25 from 8am-5pm. Typically, training consists of team building, becoming more knowledgeable about the University, and the tour that SRAs lead.

## **When are Dawg Days, New Student Open Houses, and W.N.F Dinners?**

Schedules for Admissions presentations are continuously being developed. Expect the Dawg Days schedule to be emailed to you during the summer. New Student Open Houses and W.N.F. Dinners are not typically scheduled until after the school year starts.

## **What if I have a 10am class every day?**

SRAs should be available to lead a tour at least once a week. SRAs should be available at least 15 minutes prior to the tour, and be available for 1 ½ hours after the scheduled start of the tour. For example, those leading the Monday 1:00pm tour should be available from 12:45pm-2:30pm.