



COLORADO COLLEGE

Office of Admission

☎ (719) 389-6344
TF (800) 542-7214

14 E. Cache La Poudre St.
Colorado Springs, CO 80903

Colorado College Graduate Student Practicum Experience Position Description

Educational Objectives:

To provide graduate students with practical experiences and insight into the recruitment and selection processes of a highly competitive liberal arts admission office. Emphasis will be placed on developing an understanding of the nuances of the admission application process (including review of files), directly recruiting and counseling students and families through a variety of means of communication (in person, on the phone, at local college fairs). The practicum student will engage in introductory level admission work including local recruitment travel, admission application review and providing support for information sessions and interviews of prospective students. They will also gain further insight into enrollment management practice and the strategy involved in working to enroll the most talented and diverse class possible.

Specific Responsibilities:

This experience will provide opportunities to engage in introductory level admission counseling activities, including participating in local travel, conducting or co-conducting daily information sessions or group visit presentations, staffing the office front desk, interviewing prospective students as well as engaging in initial application review. Depending on the individual's interests and availability, additional program and project support opportunities may be assigned throughout the semester.

Supervision:

This position will report to an Associate Director of Admission, and will receive additional mentorship from the Director of Admission for Outreach and Recruitment and Director of Admission for Systems, Operations and International.

Appointment Length, Dates and Hours:

One semester. The ideal student will be flexible and adaptable, and open to engage in more than 100 hours in order to fully participate in the activities outlined above.

Qualifications:

- Must be a student in the Student Affairs and Higher Education Graduation Program
- Must have a 3.0 or higher GPA
- Must have a strong interest in or knowledge of the selective liberal arts college experience
- Proficient public speaking and ability to relate to a diverse range of people
- Previous admission counseling, recruitment or college counseling experience preferred

To Apply:

Set up an informational interview with Carlos Jimenez, Director of Admission for Outreach and Recruitment via email at carlos.jimenez@coloradocollege.edu.

