



COLORADO COLLEGE

Office of Admission

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TF (800) 542-7214

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

Graduate Student Practicum Experience Position Description Spring Semester 2018

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 a nuanced understanding of the selective admission process, directly recruiting and counseling students and families through various means (i.e. in person, on the phone, at local college fairs), and having ownership over a program or project directly connected to our admission goals. The practicum student will engage in introductory level admission work and will gain insight into enrollment management practices aiming to enroll the most talented and diverse class possible.

Specific Responsibilities:

The highlight of this experience is co-coordinating Colorado College's [Colorado Scholars](#) event held in mid-May for 30-40 outstanding Colorado high school sophomores and juniors. This event provides opportunities to cultivate skillsets in communication with local stakeholders, application review, event planning, budget management, and student supervisory experience. Support and guidance will be provided by your supervisor, but commitment to leading this program is essential to the Graduate Student role.

Further, this position will provide opportunities to engage in introductory level admission counseling activities, including observing an Admission Committee, participating in local travel, conducting or co-conducting daily information sessions or group visit presentations, staffing the office front desk, and interviewing prospective students.

Supervision:

This position will report to Erika Blauth, Senior Assistant Director of Admission, and will receive additional mentorship from Megan Rhodes, Associate Director of Admission, and Carlos Jiménez, Director of Admission for Outreach and Recruitment.

Appointment Length, Dates, and Hours:

One semester (mid-January through end of May, 2018). The ideal candidate will be flexible, adaptable, and open to engage in 100 - 150 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
- Previous event management experience preferred
- Able to commit to working 150 hours over the course of the semester (averaging about 10 hours/week) preferred

To Apply:

Email your resume and cover letter to Erika Blauth (erika.blauth@coloradocollege.edu) & Megan Rhodes (megan.rhodes@coloradocollege.edu) by **Monday, December 4th**.