Division: Undergraduate Admissions

Department: Admissions Visit Experiences

Responsible to: Director of Admissions Recruitment

Responsibilities:

Student Leadership & Advising

- Co-Supervise over 130 undergraduate students serving as Baylor Experience & Admissions Representatives (BEARs)
- Manage the 10-member student leadership team of Senior BEARs
- Plan and implement the three-round interview process for recruitment of BEARs
- Plan and implement extensive 12-session training process for all new BEARs
- Administer 30, 60 and 90 day reviews for BEARs throughout the semester
- Assess student performance and provide mentorship to all BEARs

Event Planning and Programming

- Help with the detailed planning and implementation of annual admission events focused on the recruitment of prospective undergraduate students
  - Events include Invitation to Excellence, Distinguished Scholars Days, Know Where You’re Going Day, Transfer Fridays, Baylor Premiere, Sic’em–ologies, etc.
- Assist with the recruitment of prospective student athletes working to maintain NCAA eligibility by staffing events such as Game Day Experience and other official recruiting visits
- Plan social events & meetings for BEARs throughout the year including an annual Christmas gathering, and end-of-the-year celebration
- Present on a daily basis to groups of prospective students & families about Undergraduate Admissions at Baylor, including cost, steps to apply, academic credentials needed for admission, etc.

Administrative & Scheduling

- Daily responsibilities include creation of the student schedule and organizing all daily tours including regular campus tours, as well as private, VIP and group tours
- Work with other members of the Visit Experiences team, along with two other Graduate Assistants, to manage daily activities at and the oversight of the Wiethorn Undergraduate Admissions Center
- Plan and lead monthly meetings for all BEARs
- Complete other projects and perform other duties as assigned