

DENISON

Office of Admission

Job Title:	CIVSA Intern for the Office of Admission
Division:	Enrollment Management
Department:	Admission
Location:	Denison University, Granville, OH
Reports To:	Associate Director of Admission

Intern in the Office of Admission

Emphases: Supervision, Counseling, Information Sessions, Group Visits, Tours

Denison University's Office of Admission seeks Student Affairs/Higher Education graduate students for intern experience during Summer 2024. The intern will work approximately 35 hours per week in the Office of Admission, reporting to the Associate Director.

About Denison

Denison University is located in the Welsh Hills of Ohio overlooking the village of Granville approximately twenty-five miles east of Columbus. Denison is a highly selective, private liberal arts and sciences college. Denison offers a four-year residential experience for its student body, comprising approximately 2300 students.

The Internship Experience

Denison provides an ideal setting to learn about a selective, residential, liberal arts and sciences college experience. The internship will feature an array of opportunities for professional experience; we will do our best to match the intern's interests and skill sets to departmental needs.

The eight- to twelve-week internship experience may take place *between* May 20-August 2, 2024 with flexible start and end dates to accommodate the intern's schedule.

Sample duties and responsibilities will include:

- Conducting admissions information sessions for visitors
- Facilitating walk-in admissions counseling
- Assisting with tour check-in and dismissal
- Conducting structured, evaluative interviews with prospective students
- Shadow and providing feedback for Docent's (tour guides) campus tours
- Oversee and manage summer group visit requests
- Supervision of 5-15 summer Docents
- Creation of summer Docents schedule

- Convene staff and individual meetings to provide feedback
- Possible travel to college fairs and Admission events

Accommodations and Compensation

Selected intern will be paid an hourly rate of \$24.00, receive non-taxable housing accommodations, a \$300 flexible spending meal plan, parking and access to a first-class aquatic and fitness facility. Housing may include a suite with some shared space. The intern must provide his or her own transportation to and from Denison.

NOTE: Applicants must pass a criminal background check, have a valid driver's license and be insurable by Denison University, and pass a Denison University defensive driving course.

For more information about the Office of Admission and Denison University visit the following site:

<https://denison.edu/campus/admission>.

Carianne Meng, Associate Director

Denison University, Office of Admission
100 W. College Street | Granville, Ohio 43023
mengc@denison.edu | 740-587-6779