



## About Georgia Tech

Georgia Tech is one of the nation's top research universities, distinguished by its commitment to improving the human condition through advanced science and technology. Our campus occupies 450 acres in the heart of the city of Atlanta, where more than 20,000 undergraduate and graduate students receive a focused, technologically based education.

Accredited by the Southern Association of Colleges and Schools (SACS), the Institute offers many nationally recognized, top-ranked programs. Undergraduate and graduate degrees are offered in the Colleges of Architecture, Engineering, Sciences, Computing, Management, and the Ivan Allen College of Liberal Arts.

## Campus Visits Team Summer Intern

The Campus Visits intern will conduct daily admission information sessions and assist visitors to the Office of Undergraduate Admission. This position will work with the Campus Visits Team on various projects to help improve the visit experience for prospective students and their family members. This position will also include working at the front desk, greeting building visitors, as well as other duties as assigned.

We ask for a minimum of 2-3 days with more days available if needed. Workdays are Monday, Tuesday, Wednesday, Thursday, and Friday. Daily Time is 8:30am- 4:30pm. Every attempt is made for the schedule to be consistent with days and times every week. There is flexibility with changing days if needed. The internship experience may take place between May 18- August 16, 2024, with flexible start and end dates to accommodate the intern schedule.



### **Office of Undergraduate Admission**

Atlanta, Georgia 30332-0320 U.S.A.

Phone: 404.894.9044 | Fax: 404.894.9511 | Email: [admissions@gatech.edu](mailto:admissions@gatech.edu)



## Compensation

This is a temporary, part-time working position with no benefits. \$20- \$25 an hour- not negotiable. Housing and parking are not included.

## Qualifications:

**Required:** This position requires strong interpersonal and presentation skills. The position also requires the ability to keep information learned about the admission process confidential. A bachelor's degree is required.

**Preferred:** Customer service experience and having a background and understanding of the Institute is strongly encouraged.

Successful completion of the criminal background check is required for final candidates.

For More Information about GT Undergraduate Admissions and Georgia Tech please visit the following webpage: <https://admission.gatech.edu/>

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