



Stanford University

Potential Opportunity for Fixed Term Employment at Stanford Visitor Center – Summer Quarter 2024

Proposed title: Summer Assistant Visitor Relations Coordinator
Reports to: Assistant Director of Visitor Relations
Schedule: 30-40 hrs per week
Proposed rate of pay: \$21.00/hr
Proposed Dates of employment: Starting on or after Monday, June 10, 2024; ending on or before August 30, 2024

Purpose: The Summer Assistant Visitor Relations Coordinator is a 10-12 week position that serves a vital role for the Visitor Information Services (VIS) division of the Office of Undergraduate Admission during the busy summer visitor season at Stanford University. Working out of the Stanford Visitor Center on weekdays, this position works with three full-time staff and any number of current undergraduate students to carry out daily programming of tours, information sessions, panel discussions, group visits, and general visitor reception and services. The position reports to either of two Assistant Directors within the unit.

Duties and Responsibilities:

- Administer the schedule of summer staff over the 5½ two-week sessions running from June 17 – August 30, 2024. Solicit availability and monitor staffing coverage for the office and for tours and programs throughout the day, addressing issues of absence and punctuality as necessary; develop and maintain a tracking system for hours worked and staying within budgeted time allowances, as well as tracking of any potential disciplinary strikes for tardiness, absence, and other infractions.
- Serve as manager-on-duty when FTE staff are not available, including weekends as available.
- Assist with administration of the Group Tour program, including scheduling, phone and email communications, database management, and other logistical tasks as requested.
- Assist with providing tours and tour training if/as needed.
- Assist with administrative processes, including (but not limited to) daily notification emails, staff meetings and communications, tracking inventory and office supplies, opening and/or closing duties, etc.
- Assist as needed with the answering of telephones and response to incoming email and traditional mail communications.
- Assist DVR with summer projects as requested/needed.
- Other administrative duties as requested/assigned.