

Admissions Recruitment Program Universal Application

The following qualifications, required materials, and instructions are relevant for students interested in applying to any of the following positions:

Harvard College Connection Coordinator
Harvard Financial Aid Initiative Coordinator
Harvard First Generation Program Coordinator
Tour Guide and Greeter Coordinator
Undergraduate Minority Recruitment Program Coordinator

Basic Job Description (Summer Position)

Who: Undergraduates of every class year are welcome to apply.

What: A full-time campus job during the summer* (35+ hours per week, ~9am-5pm, Monday-Friday, plus some Saturday mornings). These roles work with issues of college awareness, ethnic, and socioeconomic diversity in recruitment. The position may demand more hours during periods of heavy recruitment or special events. Professional development opportunities and discussions pertaining to issues of college awareness and recruitment will be provided throughout the summer.

*Please note that the Tour Guide and Greeter Coordinator position is not full time.

When: 8 weeks during the summer from June 1st through August 22nd; availability through the end of the summer preferred though not required. All student recruiters are required to attend the trainings which run June 1st- 19th but are free to take two weeks of vacation at any point throughout the rest of the summer in consultation with the local program director(s).

Compensation: \$11/hour plus room and board.

Qualifications:

Excellent working knowledge of student life, strong interpersonal skills, public speaking experience, and the ability to communicate effectively both to individuals and to large audiences. An appreciation of the role recruitment can play in shaping the college search and selection process.

About the Programs:

Harvard College Connection (HCC)

Through the Harvard College Connection, student recruiters will make a significant contribution to making the college ever more accessible to prospective applicants and their families. They will also be tasked with greeting and advising prospective students and families on the Harvard College experience and Admissions and Financial Aid process in person, via telephone, and email correspondence. Harvard Connection recruiters will also be relied upon to advise Admissions Staff in terms of how best to represent academic and extracurricular opportunities around campus to prospective students as well as how to improve the Harvard Admissions Visitor experience. This role will involve regular interaction with members of Harvard's Admissions Committee and offer opportunities to learn more about selective college admissions as well as an opportunity for you to share your Harvard College experience with others who are exploring their college options from around the world. Harvard Connection recruiters will be asked to work closely with our Director of Digital Communications and our Manager of Social Media Recruitment to help generate content in the form of blog posts, email outreach, and for various social media channels.

Harvard Financial Aid Initiative (HFAI)

HFAI is committed to advancing socioeconomic diversity at Harvard College, and to reducing economic barriers to college access. HFAI coordinators recruit potential applicants from diverse economic backgrounds by addressing questions concerning the application process, financial aid, and student life. Coordinators also give information sessions and tours to visiting groups and interact with community-based organizations committed to college access. In addition to providing guidance to prospective students, HFAI coordinators also plan on-campus events and programming for current Harvard College students aimed to increase awareness of socioeconomic issues at Harvard College.

The Harvard First Generation Program (HFGP)

The Harvard First Generation Program (HFGP) is aimed at recruiting students from families where neither parent has acquired a bachelor's degree. HFGP coordinators will develop and implement strategies in at least four critical areas: 1. fostering early college awareness (middle school, 9th and 10th grade); 2. recruiting students embarking on the college search process (11th and 12th grade); 3. serving as liaisons between the First Generation Student Union, the Financial Aid Office, and the First Generation Alumni Mentor Program; and 4. assisting, as needed, companion recruitment programs (HCC, HFAI, and UMRP) with tours, information sessions, social media, video, and other forms of student outreach.

Tour Guide and Greeter Coordinators

Summer Coordinators for the Greeter and Tour Guide Program are responsible for recruiting, scheduling, developing, and managing a staff of greeters and tour guides over the summer. Summer Coordinators will work with admissions staff to schedule greeters and tour guides for all summer information sessions and tours, help manage and direct visitors to appropriate locations, provide tours and information sessions and assist with daily tasks. Seeking individuals with strong organizational and presentation skills; previous experience with tours and information sessions is preferred but not required.

Time Commitment:

Monday-Saturday 8:30am-12:30pm

Undergraduate Minority Recruitment Program (UMRP)

The UMRP works to increase ethnic and multicultural diversity at Harvard College by offering information to the most talented students of African-American, Asian American, Latino/a, Mexican American, and Native American heritage who might not ordinarily think of applying to schools such as Harvard. UMRP Coordinators support the Admissions Office by contacting prospective students through direct mail, telephone, and e-mail; responding to inquiries about student life at Harvard; serving as a liaison between prospective students and student organizations and the Admissions Office; and creating and maintaining relationships with organizations geared towards furthering college access.

Required Materials:

- 1) **Application** (Found below)
- 2) **One Page Resume**
- 3) **Responses to relevant supplemental questions**
- 4) **Video*** In order to get a sense of your presentation skills, please create a video using the script below and **one of the three** questions listed below. Imagine that you are conducting a tour or meeting a group of prospective students:

‘Hello, my name is _____ and I grew up in _____ (hometown and state or country). I’m a _____ (freshman/sophomore/junior/senior) at Harvard College, concentrating in _____ (actual or anticipated field of concentration). In terms of extracurricular activities, I’m most involved in _____ (no more than three), and I’m a member of _____ (house or dorm affiliation).

1. *What has been the best part of your Harvard experience so far?*
2. *Tell us about your favorite class*
3. *Tell us about your favorite extracurricular activity*

*Video should be a single take, unedited, and no longer than two minutes total. If you do not have access to a camera, please contact lortiz@fas.harvard.edu to borrow a flip cam.

Submission Instructions:

Attach **all** application materials in a single e-mail and send to the appropriate e-mail address(es):

Harvard College Connection Coordinator: harvardcollegeconnection@gmail.com

Harvard Financial Aid Initiative Coordinator: harvardhfai@gmail.com

Harvard First Generation Project Coordinator: harvardfirstgenstaff@gmail.com

Tour Guides and Greeters: admissionscoordinators@gmail.com

Undergraduate Minority Recruitment Program Coordinator: umrpstaff@gmail.com

ALL MATERIALS DUE BY SUNDAY, MARCH 22nd at 11:59PM

Application for Summer Admissions Recruitment Positions

Please place an "X" next to the position(s) for which you are applying:

HCC Coordinator

HFAI Coordinator

HFGP Coordinator

Tour Guide & Greeter Coordinator

UMRP Coordinator

Full Name:

Class Year:

Gender (Optional):

Ethnicity (Optional):

First Generation (Optional):

High School:

Concentration (or potential concentration):

Primary extracurricular activities/interests:

College Address:

Permanent Address:

Email:

Phone:

Complete the sentences:

My roommates would say that I'm...

My freshman proctor/entryway tutor would say that I'm...

If I taught a class at Harvard, it would be called...

Something that made you laugh this week was... (something you'd also feel comfortable telling your grandmother, please!):

Supplemental Questions

**Only answer questions for program(s) to which you are applying*

Harvard College Connection (HCC) Coordinator Position:

- 1) Why are you interested in working for the Admissions Office?
- 2) What specific skills or experiences do you feel you will bring to working with prospective Harvard students as a recruiter?
- 3) This position requires all recruiters to provide input on how social media can best be used to engage students during the recruitment process. Please share the best use of social media you witnessed during your college search and how that impacted your matriculation decision.
- 4) Describe an instance in which you have had to demonstrate strong leadership and/or organizational skills. (Experience in work settings or extracurricular activities may serve as useful examples).
- 5) Strong candidates should feel comfortable sharing their college experience, highlighting campus opportunities, and guiding students and families to resources throughout the university. Please tell us about one or two aspects of campus life -your concentration, team, band, club, house, cultural organization, religious organization, campus center or resource, etc.- you feel most excited to share with prospective students and why.
- 6) Is there anything else that you would like the Harvard Connection Directors to know about you?

Harvard Financial Aid Initiative (HFAI) Coordinator:

- 1) Why are you interested in working for HFAI?
- 2) What are your thoughts about socioeconomic diversity at Harvard?
- 3) Please tell us about any experience you have in working on issues of socioeconomic diversity and recruitment.
- 4) Describe an instance in which you have had to demonstrate strong leadership and/or organizational skills. (Experience in work settings or extracurricular activities may serve as useful examples).
- 5) Is there anything else that you would like the HFAI Directors to know about your application?

Harvard First Generation Program (HFGP) Coordinator:

- 1) Why are you interested in working for the Admissions and Financial Aid Office?
- 2) What specific skills or experiences do you feel you will bring to working on recruitment and outreach to first generation college students?
- 3) Describe an instance in which you have had to demonstrate strong leadership and/or organizational skills. (Experience in work settings or extracurricular activities may serve as useful examples).
- 4) Strong candidates should feel comfortable sharing their college experience, highlighting campus opportunities, and guiding students and families to resources. Please tell us about one or two aspects of campus life -your concentration, team, band, club, house, cultural organization, religious

organization, campus center or resource, etc.- you feel most excited to share with prospective first generation students and why.

- 5) Is there anything else that you would like the Harvard First Generation Project Director to know about you?

Tour Guide & Greeter

- 1) Please speak briefly as to your strengths and weaknesses with the following and include any experiences that may apply:
 - a. Serving a role as a manager of your peers
 - b. Skills with organizing, scheduling, and managing the logistics of an operation
- 2) Please answer the following questions as you would to a prospective student and his/her parents (max 150 words each):
 - a. What have you most enjoyed about your Harvard experience?
 - b. Why did you get into Harvard?
 - c. Is the academic environment very competitive?

Undergraduate Minority Recruitment Program (UMRP) Coordinator:

- 1) Why are you interested in working for the Undergraduate Minority Recruitment Program?
- 2) Please list any previous UMRP experience (hosting, call-a-thons, recruiting, etc.)
- 3) Please share a little bit about your ethnic and cultural identity(ies) and any relevant activities in which you have participated.
- 4) What specific skills or experiences do you feel you will bring to working with a group of students on issues of ethnic and socioeconomic diversity and recruitment?
- 5) Describe an instance in which you have had to demonstrate strong organizational skills. (Experiences in work settings or extracurricular activities may serve as useful examples)
- 6) This position calls for familiarity with cultural communities on campus for tasks such as reaching out to prospective students and responding to questions regarding cultural life on campus. What is your familiarity with cultural organizations and activities on campus?
- 7) Is there anything else that you would like the UMRP directors to know about your application?