

POSITION ANNOUNCEMENT

Job Order 600117

March 21, 2008

PART-TIME TOUR GUIDES

Position Summary:

These important individuals provide tours of the Green Bay campus to potential students. Tours are on an on-call basis, days or early evenings.

Job Description:

- Ability to walk continuously for a minimum of two hours and as many as five to six hours in a day's assignment.
- Ability to speak professionally about the college, its facilities, and display a positive attitude about NWTC.
- Ability to use stairwells, steps in lecture halls to meet with groups of visitors.
- Stand for considerable lengths of time.
- Provide a customer friendly attitude to all visitors.
- Engage available instructors in conversations with our visitors.
- Accurate report hours worked.
- Keep group of visitors organized and respectful of campus, i.e. no touching of equipment, etc.
- Professional appearance.
- Ability to work flexible hours.

Pay Rate: \$9.00 per hour.

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