

Northwestern | GLOBAL WILDCATS

Job Description

The Office of Undergraduate Admission seeks two to three Global Wildcat Coordinators for the 2019-2020 academic year. Global Wildcat Coordinators work to further the mission of the Office of Undergraduate Admission to recruit and enroll a diverse international student body. Coordinators recruit and manage international student volunteers as they assist with various projects throughout the year, including, but not limited to, Wildcat Days, Take NU Home, virtual chats, and meetings with international visitors to campus. Day-to-day, coordinators answer prospective students' emails, connect them to current students, and maintain the group's social media presence.

Key Responsibilities:

- Developing a comprehensive knowledge of admission policies and procedures, as well as campus resources, with the purpose of assisting prospective international students as they navigate the NU admission process
- Recruiting and managing a team of Global Wildcat volunteers – providing training and support as they assist with the Office of Undergraduate Admission's recruitment goals
- Maintaining excellent customer service, providing accurate information in a timely manner to prospective international students
- Fulfilling other duties as assigned, including assisting with day-to-day office duties and special programming (i.e. admitted student days)

Desired Qualifications:

- Outstanding spoken and written communication skills as well as strong interpersonal skills
- An excitement for the admission process and the Northwestern experience; passion for enhancing the NU international community's experience and NU's global reputation
- Strong leadership and involvement at NU, connection to the NU international community
- Creativity and innovation in reaching a diverse group of applicants

Current first-year students will receive priority consideration for this position and second-years will also be considered. Current third-year students are not eligible to apply.

Coordinators must commit 5-8 hours per week to this position with a commitment of 8-10 hours per week during March and April due to the cyclical nature of the university admission process. Start date: Beginning of Fall Quarter. Pay: \$12/hour.

The Global Wildcat Coordinator application will close at 11:59 p.m. on Sunday, May 12, 2019. For those selected to move forward, you will be contacted to interview during the last two weeks of May.

If you have any questions about the application process or wish to apply, please contact Maddie Schloss, Assistant Director of Admission and Global Wildcats supervisor, at madeline.schloss@northwestern.edu.