

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**        **Telecounselor**

**Department:** Office of Admissions

**Supervisor:** Jonathan Hake

**Email:**        [jhake@hcc-nd.edu](mailto:jhake@hcc-nd.edu)

**Schedule:**    Approximately 4 hours per week in the evening to be determined with the supervisor

**Rate of pay:** \$8.50 per hour

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**Purpose**

Call to assist prospective students during various stages of the admissions process.

**Essential Job Duties:**

- Call prospective students and encourage them to start/complete the application process
- Provide accurate information about Holy Cross College to prospective students and parents
- Be able to share with prospective students/parents personal Holy Cross College experience's while highlighting important deadlines and upcoming events
- Report follow up messages to Admissions Counselors
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Must have attended Holy Cross College for at least one semesters
- Excellent interpersonal skills
- Ability to work effectively with a diverse student population
- Ability to work with a minimum of direct supervision