Access Tour Guide
The Ohio State University
2008 Application

Access Tours Program and Position Description:
Access tours are designed to provide early college exposure to middle school aged students from underserved communities. This campus visit experience follows a presentation that helps students learn about the benefits of preparing for college early. The Office of Undergraduate Admissions and First Year Experience is looking for a diverse group of outgoing buckeyes who want to serve the Columbus area by leading these Access Tours. Guides will promote the importance of higher education and serve as role models and representatives of the many faces of college students to the youth visiting campus.

Qualifications:
• Effective communication skills
• Commitment to promote educational opportunities to underserved students
• Energy and enthusiasm
• Pride in being an Ohio State/college student
• Dedication and flexibility
• A willingness to learn
• Previous experience working with youth (preferred)
• Minimum 2.75 GPA

Responsibilities:
• Attend and participate in all access guide training sessions and assigned access tours
• Ensure all tour materials are organized and collected prior to tour
• Interact with visiting students by communicating basic college information and personal college experiences
• Serve as a positive representative of Ohio State while fostering a welcoming environment
• Other duties as assigned

Benefits:
• Experience with community outreach
• Development of communication skills
• Cultivation of lasting relationships with University faculty, staff, and students
• Résumé enhancement
• Possibility of ongoing work opportunities in the future
• Payment of $8.05 per hour

Selection Timeline and Important Dates

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<tr>
<th>Selection Timeline and Important Dates</th>
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<tr>
<td><strong>Applications Due</strong></td>
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<td><strong>Interviews</strong></td>
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<td><strong>Final Decisions</strong></td>
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<td><strong>Training</strong></td>
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<td><strong>Tour Dates</strong></td>
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Application Deadline: September 15, 2008 at 5:00 pm

Return completed applications to Amy Wade, 132 Enarson Hall, 154 West 12th Avenue, Columbus, OH 43210.
If there are any questions regarding the application or position please contact Quiana Pollock at gpollock@esue.ohio-state.edu
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Application Instructions

General Instructions

A completed application consists of:
1. Applicant Information Sheet
2. Résumé
3. Responses to essay questions
4. Availability Information

Applications should be submitted in a large envelope. Please be sure to make two copies for application readers. The applicant’s name should be written on the outside of the envelope. All materials should be typed.

Return completed applications to Quiana Pollock, 132 Enarson Hall, 154 West 12th Avenue, Columbus, OH 43210. The deadline is Monday, September 15th at 5:00 pm.

Résumé

Please provide, in professional résumé format, the following information:

1. Programs/activities at OSU and off-campus activities relevant to the position
2. Special interests, honors and/or hobbies
3. Two professional references

Essay Questions

Please respond to ALL questions. Each response should be well-developed and be no longer than one page, double-spaced, with one inch margins.

1. Why are you applying to be an access guide? What unique qualities about yourself make you a strong candidate for the position?
2. Explain why you think promoting college awareness can be important for individuals and communities.

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Applicant Information Sheet
***Please print or type neatly***

Name: ___________________________  SSN: __________________________

Contact Information:
Local Address: ___________________  Local Phone: ___________________

Email: ___________________________  Cell Phone: ______________________
Birth date: ________________________  Hometown: _______________________

Personal Information:
Major(s): ______________________  Minors(s): ______________________
Year in School: _____________
GPA: (minimum of 2.75 GPA required) __________________
Are you eligible for Federal Work Study? ___Yes  ___No
What is your Race/Ethnicity?
___Caucasian  ___African American/Black  ___Latino(a)/Hispanic
___Asian/Pacific Islander  ___Native American  ___Other__________________
High School graduated from: ____________________________Graduation Year_______
Are you a Columbus Public School Graduate? ___Yes  ___No

Parent/Guardian Information
Parent/Guardian 1:    Parent/Guardian 2:
___Some high school  ___Some high school
___High School graduate  ___High School graduate
___Some College  ___Some College
___Received college degree(s)  ___Received college degree(s)

I hereby give permission to the Assistant Director for Early College Outreach to review my academic record and verify I meet the standards required for this position. I also declare that to the best of my knowledge, the information provided is accurate and truthful.

Signature:_______________________________Date:__________________

Please Note: All components of the selections process associated with the Access Tour Guides are professional. Business attire is expected for the interview. It is important to treat this process seriously.
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Availability Information

Name: _________________________

Please indicate whether you are available for the Tuesday tours, the Thursday tours, or both:

___ I am available to give tours on Tuesday October 7, 14, 21, 28 and November 4, 11, and 18 from 9:30am to 12pm.

___ I am available to give tours on Thursday October 9, 16, 23, 30 and November 6, 13 and 20 from 9:30am to 12pm.

___ I am available to give tours on both the Tuesdays and Thursdays listed above.

Please darken the boxes indicating times when you are not available for an interview during the week of September 22-26. Interviews will be 30-45 minutes so please account for classes, work, travel, etc.

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<tr>
<th>Time</th>
<th>Monday 9/22</th>
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