

## **Up with People Road Staff Position Description**

**Title:** Admissions Representative  
**Reports to:** Business Manager  
**Department:** Admissions  
**Starting Date:** January or July



### **Core Responsibilities:**

- Act as a coach, role model and mentor in the participants' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for participants and community members.
- Attend to participant needs, counseling and feedback.
- Work with all staff facilitators to ensure the successful implementation of the entire Up with People program by participating in a variety of program components.
- Build and maintain relationships with outside constituencies, including host families, prospective participants, sponsors, UWP alumni, donors and supporters.

### **Specialized Responsibilities:**

#### Admissions

- Conduct interviews with applicants.
- Research, set up and execute recruitment opportunities in assigned tour regions; conduct outreach and use networking skills to develop and secure recruitment opportunities.
- Recruit students by phone, classroom presentations, admission fairs and various admissions activities.
- Communicate to accepted applicants in tour areas to involve them in cast/tour activities to further facilitate their commitment to travel in the UWP program.
- Extensive personal contact with applicants, applicants' parents, prospective students (e.g. postcards, phone calls, emails, Facebook, etc.).
- Gather inquiry data, application data, and other relevant information and provide reports and/or raw data to the Denver office.
- Use established reporting and tracking structure to manage inquiry and applicant information relevant to recruitment activities.
- Travel with the cast and support Admissions activities, staying behind the cast and/or going ahead to the next city to do recruitment and promotion on an as needed basis.
- Support Admissions Coordinator with other duties as assigned.

#### Promotion

- Motivate the cast to assist the Advance Teams with in-city needs.
- In collaboration with UWP staff and community supporters, promote the mission and activities of the organization as well as the partner community projects on tour.
- Provide admissions training/briefing of advance team interns.
- Work with Advance teams to create admissions-related marketing ideas for each tour city prior to cast arrival.
- Assist advance teams as needed with TV, Radio, Newspaper interviews.
- Build and maintain relationships on tour with Up with People constituencies, including Sponsors, Beneficiary, local organizing committee, host families, prospective participants, donors, alumni and supporters.

### Other

- Guide/Coach intern teams and admissions-focused groups throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.
- Receive cross-training on social media, blog management, merchandise, front of house management and promotion in order to support all department functions.
- Perform in the show with superior skill and professionalism when necessary.

### **Qualifications:**

#### Essential

- Ability to enthusiastically explain and promote the Up with People program
- Event management experience.
- Merchandise and/or sales experience.
- Strong public speaking skills.
- Ability to work successfully with people in diverse and international team environments.
- Experience in high intensity work environment
- Ability to maintain confidentiality and exercise discretion

#### Preferred

- Experience in the facilitation of experiential education programs.
- Accounting and budget management experience.
- Lived or worked in a foreign country.
- Experience learning a Second language.
- Successful experience in crisis management.
- Successful experience in conflict resolution.
- Strong verbal and written English skills.
- Strong organizational skills.
- A model of exemplary ethics.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.

### **Notes:**

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- This position expects a minimum one year (two-tour) commitment.
- All Up with People road staff members are expected to have a valid driver's license and be willing to drive in all regions of the tour.
- Transportation from your home airport to Denver as well as from your last project assignment of the semester to your home will be covered by Up with People.
- This is a volunteer staff position. As a result no compensation is offered. You will receive a monthly per diem towards reimbursement of expenses.

### **Application Procedure:**

**To apply for this position, please send a resume or CV along with a cover letter to [Employment@upwithpeople.org](mailto:Employment@upwithpeople.org). In the "Subject" line put your name and the position for which you're applying along with the program start date, (January or July and Year)**