OVERVIEW: H.I.V.E. Tour Guides interact with prospective students and their families through structured tours to showcase K’s campus and to share K knowledge as a part of a student’s formal visit schedule. These interactions take place during daily, regularly scheduled tours and during special on campus programs or group visits. Tour guides are often granted great authority by prospective students and their families to tell ‘the story’ of Kalamazoo College, and a tour is often the first space where a prospective student will receive K knowledge; as such, these interactions are meant to be an intentional sharing of that knowledge and the many lived experiences of K students.

PRIMARY SUPERVISOR: Alex Werder, Admission Counselor

GENERAL DUTIES:
- Give campus tours to prospective families and visitors
- Give large group tours during special programs
- Speak on student panels during special programs
- Have lunch with visitors in the dining hall
- Provide clerical support to the Office of Admission (Shift Tour Guides)
- Provide transportation for prospective students (in college vehicles) to/from campus (Shift Tour Guides only)

POSITIONS AVAILABLE (see detailed position descriptions on pages 2-3):
1. Shift Tour Guide
2. Float Tour Guide

QUESTIONS? Contact a member of the H.I.V.E. Leadership Team.

Katie Davidson, Visit Coordinator-Reception and Student Staff Supervisor
katie.davidson@kzoo.edu, 269.337.7166

Alex Werder, Admission Counselor
awerder@kzoo.edu, 269.337.7197

Marcus Johnson, Assistant Director of Admission
marcus.johnson@kzoo.edu, 269.337.7181

Jessica Williams, Admission Counselor
jessica.williams@kzoo.edu, 269.337.7216
Shift Tour Guide

PRIMARY SUPERVISOR: Alex Werder, Admission Counselor

ELIGIBILITY: All Kalamazoo College students are eligible; ability to become a certified college driver (no moving violations in last three years) strongly recommended but not required.

SKILLS NEEDED: Ability to accurately represent diverse perspectives of Kalamazoo College, a friendly and outgoing demeanor, ability/willingness to answer hard questions and address difficult subjects, strong verbal communication, ability to tailor tours to individual prospective students, willingness to be a team player, ability to interact with many personalities and make conversation with ease, reliability, punctuality, flexibility, willingness to learn facts about Kalamazoo College, ability to balance fact vs. experience regarding multiplicity of student experiences, organization, office skills, and high level of commitment to H.I.V.E. organization

ROLE SPECIFIC DUTIES:
- Provide clerical support to the Office of Admission during scheduled shifts
- Assist with or undergo tour guide training
- Give campus tours to prospective families and visitors
- Give large group tours during special programs
- Provide transportation for prospective students (in college vehicles) to/from campus, if eligible to become a certified driver
- Speak on current student panels during special programs

TIME COMMITMENT: Total 7 hours per week
- 2-4 scheduled shifts in the Office of Admission per week
- Initial training (Six 60-90 minute trainings during first 2-3 weeks of quarter)
- Bi-Monthly tour guide meetings (60 minutes/meeting)
- Bi-Monthly front office trainings (60 minutes/meeting)
- Assistance with special program days
- All-member trainings (once per quarter)
- Occasional evenings and weekends

COMPENSATION: This position is paid $8.90 hourly via bi-weekly paycheck.

START DATE: First H.I.V.E. All-Member Meeting: During winter quarter.
Tours begin the first week of fall quarter.
Float Tour Guide

PRIMARY SUPERVISOR: Alex Werder, Admission Counselor

ELIGIBILITY: All current Kalamazoo College students are eligible for this position.

SKILLS NEEDED: Ability to accurately represent diverse perspectives of Kalamazoo College, a friendly and outgoing demeanor, ability/willingness to answer hard questions and address difficult subjects, strong verbal communication, ability to tailor tours to individual prospective students, willingness to be a team player, ability to interact with many personalities and make conversation with ease, reliability, punctuality, flexibility, willingness to learn facts about Kalamazoo College, and ability to balance fact vs. experience regarding multiplicity of student experiences

ROLE SPECIFIC DUTIES:
- Give campus tours to prospective families and visitors
- Give large group tours during special programs
- Attend bi-monthly tour guide meetings
- Assist with or undergo tour guide training
- Have lunch with visitors in dining hall (once per week)

TIME COMMITMENT: Total 1-3 hours per week (after initial training)
- Initial training: Six 60-90 minute trainings during first 2-3 weeks of quarter
- Cover one tour time per week
- Cover one lunch time per week
- Bi-Monthly tour guide meetings (60 minutes/meeting)
- Assistance with special program days
- All-member trainings (once per quarter)
- Occasional evenings and weekends

COMPENSATION: This position is paid $8.90 hourly via bi-weekly paycheck.

START DATE: First H.I.V.E. All-Member Meeting: During winter quarter.
Tours begin the first week of fall quarter.