Undergraduate Admissions Practicum Position ~ Graduate Student Unpaid Position:
Practicum positions are available in the fall, spring, or summer to any interested Vanderbilt graduate
students for practicum credit. Students typically work 10-12 hours/week, and will assist OUA with
various functions, which may include recruiting, presenting information sessions, fielding questions from
students and parents, conducting research, and engaging in both short-term and long-term projects.
Excellent presentation skills and the ability to work independently are essential skills for this position.
We typically host up to 2 students per term. Preference may be given to graduate students in the HEA
program and EM track.

Key Functions/Responsibilities:
• Conduct presentations to prospective students & families, & assist with visitor services (greeting
guests, meeting with walk-ins, etc.)
• Respond to phone call & email inquiries from prospective students & families
• Participate in recruitment activities (college fairs, visit programs, etc.)
• Gain an understanding of the reading process by training, observation, & case studies
• Assist with programmatic assessment of OUA activities, events, & visit programs
• Research & benchmark policies & practices at peer institutions to improve performance, service
  & outreach efforts
• Complete projects based on office needs & student’s interests

Application Process:
1. Complete the Admissions Practicum Student Application
   (http://www.surveymonkey.com/s/AdmissionsPracticumApplication) no more than 1 semester
   prior to desired practicum semester
2. Submit a resume/CV and letter of intent
3. Interview with the Practicum Advising Team

Contact:
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