



**Houston  
Christian  
UNIVERSITY**

### **Admissions Intern**

**Job Description:** Admissions Interns will maintain a professional, enthusiastic, and friendly relationship with all who contact the Undergraduate Admissions Office at HCU. They will aid in the positive experience of prospective students and families visiting campus, provide event support and promote all that HCU has to offer. Interns may also give presentations and visit college fairs or high schools as a representative of HCU as needed.

### **Qualifications:**

- Efficient time management skills and attention to detail
- Excellent interpersonal communication including large group and one-on-one settings
- Maintain at least a 2.5 GPA.
- Professional and reliable demeanor in representing HCU
- Maintain a professional, enthusiastic and friendly public relationship to those who contact the Office of Admissions
- Working knowledge in Microsoft Office, with ability to learn new software

### **Duties:**

- Respond to phone, walk-in, and email inquiries related to HCU's admissions processes
- Assist with mailings and other admissions projects as needed
- Work at various events as needed and maintain strong customer service skills
- Conduct HCU overview presentations to prospective students and their families as needed
- Meet in group and one-on-one atmospheres with supervisor as scheduled
- Other duties as assigned

*Questions? Contact Kaelyn Charles (Assistant Director of Admissions) at 281-649-3171 or [kcharles@hc.edu](mailto:kcharles@hc.edu).*