DRAKE UNIVERSITY
ADMISSION FELLOW PROGRAM

DESCRIPTION OF THE PROGRAM:

The Drake University Admission Fellow Program selects one student of senior standing to represent the University in a variety of settings throughout the academic year. The primary function of the Admission Fellow is to oversee the Admission Coleition program, assist with group visit programs, serve as an admission representative and execute various administrative tasks. Additionally, the Fellow will meet with students and families during campus visits, represent the University at college fairs and other external events, and be involved in an array of admission-related activities throughout the academic year. The position, which pays $8.25 per hour, requires between 12 – 20 hours during the fall and spring semesters (including occasional Saturday duty).

EXPECTATIONS:

The Admissions Fellow Program is a vital part of the admissions process. Candidates seeking the position should seriously consider their commitment to Drake University and to the Office of Admission.

APPLICATION PROCESS and SELECTION CRTERIA:

Selection for the program is competitive. Interested students should complete and submit the application found on Handshake, 2019. Candidates selected for personal interviews will be notified by telephone. Due to the competitive nature of the selection process, all applicants may not be invited for an interview. Those students selected for interviews will be contacted by the Office of Admission as soon as possible and interviews and selection will be completed by the end of the school year.

TRAINING:

In the past, training for the Admission Fellow position will begin in August prior to the start of the fall semester; however other arrangements can be made if necessary.

Deadline for submission of the application on Handshake is midnight on May 8, 2019.

Questions regarding the Admission Fellow Program should be directed to Deneen Dygert, Office of Admission, Cole Hall, 271-2096 or deneen.dygert@drake.edu.