



**CUNY Explorers Program  
Campus Visit Guide Job Description  
Hostos Community College**

CUNY Explorers ensures that every middle-school student has the opportunity to visit a college campus to promote high school, college, and life success. Through age-appropriate and customized visits, CUNY reinforces the message that all **students CAN GO to college, college is AFFORDABLE, and students can take steps NOW to achieve their college goals.** The program will begin in spring 2021 and will continue through June 2021.

Campus Visit Guides are responsible for leading small groups of middle school students through interactive and age-appropriate experiences at one of the participating CUNY campuses. The visit will include a campus tour and an interactive early college awareness activity. The Visit Guides will receive ongoing training and leadership development and will have input into tour activities. Visit Guides will be supervised and supported by the Campus Coordinator.

**Main Responsibilities:**

- Act as CUNY campus guide and activity facilitator to groups of middle school students
- Provide age appropriate information about campus activities and field questions from the group
- Work with Field Coordinators and other key staff to ensure all tours run efficiently
- Attend all training and professional development session
- Communicate with Field Coordinator and campus departments to coordinate tour activities
- Must be a student at one of the CUNY campuses (prefer students and graduates of Hostos) and have availability on one or all of the indicated visit days. **Please note that all visits will take place between 10:00am and 1:00pm, or 2:30pm and 4:30 pm, TUESDAY through FRIDAY.**

**Qualifications:**

The Visit Guide must:

- have availability to lead at least two, one-hour visits per week; virtual tours will occur, Tuesday through Friday mornings from **10am-1pm**; and afternoons from **2:30pm-4:30pm** hiring is **contingent upon availability**
- have working knowledge of campus facilities and attractions
- have exceptional oral communication skills
- be an engaging, energetic and innovative individual that can captivate a younger audience
- have strong problem-solving, organizational, and interpersonal skills
- have experience working with youth, especially middle-school aged
- be committed to college access and student success
- have experience creating and facilitating presentations
- be a U.S. citizen, Permanent Resident or have DACA status
- Bilingual speakers encouraged to apply

**Compensation:**

- Visit Guide rate \$17/hr. (up to 20 hours per week)
- Paid training and ongoing professional development

**To apply:**

All Applicants must send a resume and video introduction (no more than 2-3 minutes) that addresses the following questions:

- What extracurricular activities do you participate in on campus? This can include student clubs, organizations, athletics, or other programs
- What experience do you have working with middle school youth (6<sup>TH</sup>, 7<sup>TH</sup> and 8<sup>th</sup> graders)? If you don't have any experience working with this population, please explain your interest.

Please send all resumes and video introductions to Travaras Geter, Associate Director College Now X CUNY Explorer's [tgeter@hostos.cuny.edu](mailto:tgeter@hostos.cuny.edu) by Tuesday, March 23<sup>rd</sup>, 12PM.