

Admissions Job Opportunities

We believe the benefits of working in the Admissions Office will be appreciated by you the student, the Admissions Office, and most importantly prospective students who are thinking of attending Daemen College. If you love your experience at Daemen and want to tell everyone about it then a job in Admissions would be the perfect fit for you as well as us!

Admissions Intern

Job Description: You will be working with an Admissions Counselor as their intern. Your duties will center on informing prospective students about life at Daemen. You will be working with a counselor in an effort to help manage their territory by emailing, calling, writing and visiting with prospective students in a number of different ways (i.e. writing personalized notes to inform prospective students about upcoming events, emailing prospective students about the major they are interested in, sending reminder postcards about high school visits).

Hours Required: 10 hours per week, plus some Saturdays

Contact: Bridget Whitmore, Senior Assistant Director of Marketing at bwhitmor@daemen.edu.

Tour Guide

Job Description: Tours are given to prospective students on a daily basis, two times a day. You will guide the families and the prospective student around campus informing them about life on campus. During the tour you will be expected to interact with the families, answer their questions, and give personal stories about your experience at Daemen.

Hours Required: 5-10 hours per week, plus some Saturdays. Person must be available Monday – Friday for campus tours at either 10am or 1pm (at least twice a week).

Contact: Bridget Whitmore, Senior Assistant Director of Marketing at bwhitmor@daemen.edu.

Admissions Student Representatives

Job Description: You will be assisting the support staff in the Admissions Office in a number of different ways. Your duties may include but are not limited to: mailings, answering phones, filing, putting in data into the admissions computer system, as well as informing prospective students about your experience at Daemen.

Hours Required: 10 hours per week, plus minimum Saturdays

Contact: Cheryl Mulvey, Admissions Clerk at cmulvey@daemen.edu.

Telecounselor

Job Description: You will be calling prospective students to inform them about Daemen College. At times you will be talking with students or parents telling them about your experience thus far at Daemen. This is a week night position M-F 5pm-8pm.

Hours Required: 5-10 hours per week, plus minimum Saturdays.

Contact: Yolanda Morris, Admissions Counselor / Telecounselor Coordinator at ymorris@daemen.edu.

*For Admissions jobs work study is preferred, although there is some availability for students who do not have work study.