



**Michigan Tech**

# Undergraduate Admissions Tour Guide Application

Admissions Office ~ McAllister Welcome Center ~ 1400 Townsend Drive ~ Houghton, MI 49931  
906-487-2335 ~ Fax: 906-487-2125

## Personal Information

Date \_\_\_\_\_ M# \_\_\_\_\_

First and Last Name \_\_\_\_\_

Pronouns \_\_\_\_\_

Local Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Hometown City and State \_\_\_\_\_

Local Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_

Year in school \_\_\_\_\_ Expected Grad Date \_\_\_\_\_

Did you transfer to Michigan Tech? Yes No If yes, from where? \_\_\_\_\_

## Job Descriptions and Requirements

Requirements: Must be an undergraduate student (or May Grad) who has completed two (2) semesters at Michigan Tech. Must have a 2.5 cumulative GPA and be in good academic and social standing.

Campus Tour Guide: Show prospective Michigan Tech students and their families around campus while sharing your own amazing student experience to help them with their college decision. Shifts are available Monday through Friday from 9:00-

10:30 a.m., 10 a.m.-1 p.m., 11:30-1:00p.m., and 2-4 p.m. These shifts include both our am and pm tours as well as front desk visitor check-in.

## Work History and Requested Schedule

Have you worked on campus before? Yes No

If yes, when and where? \_\_\_\_\_

Are you willing to work the occasional Saturday? Yes No

## Requested Schedule

Please circle the semester/s you are available to work: Summer Fall

Preferred Hours per week \_\_\_\_\_

**Our tour guide times are 10:15-11:45 and 2-3:30. In addition to tour guide and visitor check-in hours, we have the opportunity for additional hours for special visits, covering our front desk and/or assisting with additional office work. Please circle all of your available days and time to work.**

M 8:30 -9am	T 8:30 -9am	W 8:30 -9am	Th 8:30 -9am	F 8:30 -9am
M 9-10am	T 9-10am	W 9-10am	Th 9-10am	F 9-10am
M 10-11am	T 10-11am	W 10-11am	Th 10-11am	F 10-11am
M 11am-12pm	T 11am-12pm	W 11am-12pm	Th 11am- 12pm	F 11am-12pm
M 12-1pm	T 12-1pm	W 12-1pm	Th 12-1pm	F 12-1pm
M 1-2pm	T 1-2pm	W 1-2pm		F 1-2pm

M 2-3pm

M 3-4pm

T 2-3pm

T 3-4pm

W 2-3pm

W 3-4pm

Th 1-2pm

Th 2-3pm

Th 3-4pm

F 2-3pm

F 3-4pm

## Application Questions

As a tour guide, you are a Michigan Tech brand ambassador that tells the Michigan Tech story through student experiences. What is one of your favorite experiences as a student at Michigan Tech and how would you describe it to a prospective student?

Being a tour guide requires students to have many different skills. From the list of words below, choose the three attributes you feel you have that are key to making a good tour guide and describe why. You are welcome to add your own words.

Energy

Friendly

Positive

Personable

Honest

Descriptive

Quick thinking

Helpful

Sense of humor

Knowledgeable

Talkative

Decisive

You are talking with a prospective student about your experience at Michigan Tech and they ask what is one thing you would change about Michigan Tech. What would you tell the student?

Once completed, please email this application to Beth Fitzpatrick- Director of Admissions at [bfitzpat@mtu.edu](mailto:bfitzpat@mtu.edu).