HOUSING TOUR GUIDE
A Res Life tour guide is a student employed by the Department of Residential Life to lead groups of prospective students and their guests through the residence halls during daily tours, VIP tours, group tours, and special events, including some weekend hours. Tour guides also work in the Old President’s House to offer drop-in tours and provide information about living on-campus to visitors. Tour shifts may occur between 7:45 a.m. - 4:30 p.m.

Tour guides are the front-line customer service and recruitment staff for Res Life, and must be friendly, professional, knowledgeable, and customer-service oriented. The team of student tour guides works with and reports to the Res Life Communications staff to lead all daily tours, recruitment events, orientation sessions, special event tours, and more. Tour guides are also trained to work at the Grace King Hall front desk as needed. All necessary training will be provided.

Spring 2022 hires will be expected to work at least one of the following spring semester breaks: Mardi Gras (February 28 & March 2), Spring Break “A” (March 14-16), and Spring Break “B” (March 17-19)

QUALIFICATIONS:
• Be in good academic, financial, and judicial standing with the University.
• Have a minimum GPA of 2.0
• Enrollment for spring 2022 as a full-time student
• Currently or have previously lived in on-campus housing for at least one semester

CONDITIONS OF EMPLOYMENT
• The term of appointment is for the academic year. Employment is scheduled August 23, 2021 to May 20, 2022 and includes holiday breaks when the university is open.
• Tour guides must be committed to the tours for the entire contracted period.
• Tour guides must be available to work for an entire shift.
• Tour guides must be available to commit to all special event dates (unless in class or stated at the time of hire):
  o Saturday, January 22 - 10:30 a.m. - 4 p.m. – Kickoff LSU
  o Friday, January 28 - 10:30 a.m. - 4 p.m. – Eye of the Tiger
  o Friday, February 4 - 10:30 a.m. - 4 p.m. – Eye of the Tiger
  o Friday, February 11 - 10:30 a.m. - 4 p.m. – Eye of the Tiger
  o Friday, February 18 - 10:30 a.m. - 4 p.m. – Eye of the Tiger
  o Monday, February 21 - 10:30 a.m. - 4 p.m. – Destination LSU
  o Saturday, March 12 - 10:30 a.m. - 4 p.m. – Destination LSU
  o Saturday, March 26 - 10:30 a.m. - 4 p.m. – Destination LSU
  o Saturday, April 9 - 10:30 a.m. - 4 p.m. – Destination LSU
  o Saturday, April 23 - 10:30 a.m. - 4 p.m. – Destination LSU

COMPENSATION:
• The position is hourly starting at $8.
• Students may work up to 20 hours/week while classes are in session and 40 hours/week during break periods.

RESPONSIBILITIES & EXPECTATIONS:
• Be outgoing, personable, and talkative.
• Take a leadership role in engaging the guests, assessing their needs, providing information, and leading tours.
• Be knowledgeable of all of housing policies, processes, and any changes for the upcoming semester.
• Be professional and customer-service oriented at all times.
• Must be able to problem-solve and make quick decisions.
• Use any knowledge that you may have about living on-campus to its benefit.
• Only share positive stories about LSU and Res Life.
• Lead tours during any type of weather; no driving or riding in personal vehicles.
• Perform various administrative tasks as directed by supervisors.
• Professionalism with punctuality and communication of absences.
• Represent the department by wearing staff shirts and name tag during your shift.

Applications for the 2021-22 Tour Guide position are due by Sunday, November 21, 2021 at 11:59 p.m.
• Resume required
• Spring 2022 class schedule required