Position Title: Tour Guide
As needed during the academic year

Reports To: Visit Office Coordinator

General Statement of Duties:
The person hired for this position will be an initial point of contact for visiting prospective students and their families and will be responsible to provide both individual and group campus tours that generate a high quality visit experience.

Education/Experience:
• Must have completed at least one semester of study at Houghton College
• At least 1-2 years of experience within the hospitality industry preferred

Qualifications:
• Enjoy working with people
• Strong interpersonal communication skills
• Ability to engage conversations
• Professional and courteous manner
• Ability to learn and process pertinent tour information on a regular basis

Essential Duties and Responsibilities:
• Ability to provide a welcoming environment for guests
• Maintain tour schedule as directed by Visit Office Coordinator
• Provide a positive outlook regarding Houghton College (i.e. the history and academic/co-curricular programs)