Position Announcement: Part-Time Application Reader

Job Title
TEMP-Business Ops Support/ Admission Advisor I

Job Description
The Part-time Reader will read and review assigned applications for The Office of Undergraduate Admission during the initial review for all first year applicants. In some cases, Part-time Readers will be asked to assist with additional portions of first-year applicant review. Duties for the Part Time Reader include the evaluation of admission applications and supporting materials.

Reporting Structure
Part-time Readers will report to the Senior Assistant Director of Undergraduate Admission. Interested candidates can apply through https://hr.gatech.edu/careers. For external candidates, as a TEMP-Business Ops Support (Admission Advisor 1) for the Office of Undergraduate Admission- Job ID 228118. (https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

Essential Functions

- Evaluate applications for first-year admission and recommend decisions with the intent of meeting enrollment goals for the Institution.
- Become adept at reading high school transcripts and high school profiles within the application review process first-year applicants.
- Evaluate a student’s personal essay and accompanying recommendation letters.
- Evaluate the time and talent required of varied extracurricular activities, leadership, and work experiences. Assess quality and depth of these experiences.
- In some cases, work with The Office of Special Scholarship, in the evaluation of possible candidates.
- Ability to learn about international credentials in their national/international context, determine equivalencies, and apply this information to the holistic application review process.
- Appreciate the differences between applicants’ profiles (first generation, rural/urban, etc.), and understand the demands of a Georgia Tech education.
Time Commitment

- This is a temporary, part-time position for approximately 6 months (September 15 to March 15) with no benefits.
- Part-time readers will not work fall and winter holiday weeks.
- Pending the number of First-year Applications received, Part-time readers’ work may be complete as early as mid-February.
- Part-time readers must commit to a minimum of 20-32 hours a week, with the exception of official school holidays.
- File Review is done throughout the work week, with some opportunity to fulfill hours on the weekend.
- Part-time readers will work no more than thirty-two hours per week, and hours are contingent upon the volume of applications received.
- Work will be conducted remotely from your residence.
- Parking is not provided.

Compensation

- Starting Pay Rate is $22 an hour.
- Part-time Readers must complete an on-line bi-weekly timesheet that is submitted in order to receive compensation.

Qualifications

- Required:
  - Bachelor’s degree
  - Strong time management, organizational, and critical thinking skills, as well as independent initiative

- Strongly Preferred:
  - Experience reviewing high school or college admission files, resumes and/or employment applications
  - Experience with selective and holistic college admission

- The position also requires employees to use a high level of discretion and confidentiality regarding Georgia Tech’s application review process and applicant information
- File Review will be conducted remotely, therefore employees must have a home office with a personal computer and high speed and reliable internet access.
- All employees must live in the United States of America.
- Applicants must demonstrate proficiency with personal computer office applications, e-mail, and internet, as well as web-based communications (e.g. Outlook, Skype, etc.) and
have the Ability to learn software applications specific to admissions and enrollment management (Slate)

- Successful completion of a background check is required for final candidates.

Conflicts of Interest and Restrictions:
Given the sensitive nature of the admission selection process, and in an effort to avoid any potential conflicts of interest, seasonal readers may not be the parent, guardian, or immediate family member of a rising high school student who is planning to apply to college (to Georgia Tech or elsewhere). Exceptions can be made for Part-time Readers who have previously been employed within our office for at least one year. A Part-time Reader can neither be employed by another university or high school, nor be employed independently or with an organization that provides personal college counseling of any type.