

Admissions  
**RECEIVED**

MAR 30 2017

**FINANCIAL AID**

## JOB DESCRIPTION FORM

Position: Admissions Office Asst / Tour Guide

Department: Admissions

Supervisor: Dianne Walker / Matt Allen

Pay Range: 8.15  
(must fall within UMW limits of \$ 8.15 – \$9.95/hr)

Description: all office duties, answering  
the phone, data entry. Special projects.  
Tour Guide for student tours. Any other  
duties as assigned.