



Undergraduate Admissions I-STAR Application Packet

The University of Illinois Office of Undergraduate Admissions has positions available for Illinois Student Admissions Representatives (I-STARs). We are looking for students who are articulate, flexible, reliable, energetic, enthusiastic about Illinois and have a positive attitude.

All I-STAR positions will involve giving tours of campus to prospective students and families, as well as assisting with large visit days (parking assistance, information table duty, check-in tasks).

Visit I-STARs will assist with the Daily Visits Monday through Saturday for prospective students and guests.

Summer Registration I-STARs, in addition to Visit I-STAR responsibilities, will assist with Summer Registration for new students. This includes assisting with check-in, course registration, speaking with new students and parents/guests, and other tasks associated with the registration program.

Illini Orange and Blue I-STARs, in addition to Visit I-STAR responsibilities, work additional full day Saturday shifts during every home football game at the Memorial Stadium to assist the Division of Intercollegiate Athletics as they welcome potential students to campus. This is an additional commitment over and above the regular I-STAR time commitment. Not only does it require 100% commitment for every home football game in the fall, but also hours in the spring for weekend recruitment.

Engineering I-STARs are specially trained College of Engineering students who give tours of the Engineering Campus Monday through Friday from 2pm-3:30pm throughout the year.

During the Spring Semester, I-STARs are required to work a minimum of one two-hour shift per week, with additional hours required during our large admission programs and Saturday programs. In the summer, Summer I-STARs may work from 20 to 40 hours per week. Available work hours are greatest during the Summer Registration Program, which is scheduled to run from May 13 to July 18. Relatively fewer hours are available from July 18 through the beginning of fall classes. Compensation is \$8.25/hour with an opportunity to receive higher wages after one year of employment. Applicants must be undergraduate students in good academic standing and must be eligible to work on campus. Seniors graduating in May 2013 or August 2013 are not eligible for this position.

For this hiring season, students will begin training in November/December and will begin work on January 14, 2013. Students must be able to work during the spring semester part-time (4-20 hrs per week) and then will also have the option for summer full-time work (40 hrs per wk).

Applicants should submit the application, a copy of their current resume, and complete the short answer questions no later than Tuesday, November 13th (see below). Those selected for an interview will be notified by November 26th. Depending on the number of applicants, we will conduct one or two rounds of interviews. These will include a group panel discussion and individual interview. More information will be given to those offered an interview. Successful applicants will be required to attend training sessions.

Questions regarding the application process should be directed to Amber Kramme or at the Office of Undergraduate Admissions, 333-7779 or kramme@illinois.edu.

Applications are due by 5:00 p.m. on Tuesday, November 13, 2012 in the Office of Undergraduate Admissions (901 West Illinois St.) at the reception desk.

I-STAR Application

Please print

Name _____ UIN _____

Local Address _____

University Email Address _____

Cell/Personal Phone Number _____

Home Address _____

High School Attended _____

Illinois major(s) and minor(s) _____

Intended Date of Graduation (month, year) _____

Please note that students graduating in May 2013 or August 2013 are not eligible for this position.

List one reference (current University of Illinois undergraduate students or resident advisors excluded) that can speak to your communication skills, reliability, flexibility, positive attitude, energy, and enthusiasm. On campus reference preferred.

Name _____

Phone and Email _____

Company and Job Title _____

Relationship to you _____

Check the term(s) you are interested in working; check all that apply.

Spring 2013 _____ Summer 2013 _____ Fall 2013 _____

There will be sub-groups of I-STARs assisting with the recruitment of targeted student populations. Please check one that is of most interest to you.

Transfer Students: _____ Student-Athletes: _____ Diversity Recruitment: _____

Out of State Students: _____ Engineering Students: _____

I release grade authorization to the Campus Visits for purposes of employment. I also release any other employment information (such as reference information or disciplinary information) necessary for employment.

Signature _____ Date _____

Applications are due by 5:00 p.m. on Tuesday, November 13, 2012 in the Office of Undergraduate Admissions (901 W Illinois St.) at the Admissions Service Center reception desk.

Please type the answers to the following short answer questions.

1. Why are you interested in working as an I-STAR?
2. Describe your first year experience. What advice do you have for incoming students?
3. What aspects of the University of Illinois at Urbana-Champaign set it apart from other colleges and universities?
4. List the extracurricular and leadership activities with which you have been involved.
5. Why did you choose to attend the University of Illinois?
6. How did you find out about the I-STAR position?
7. How many hours a week do you anticipate being available during the Fall and Summer?