



## MBA Student Representative

A full-time student is needed to assist with the recruiting of full-time students into the Penn State Behrend MBA Program. The responsibilities of the MBA Student Representative include:

1. Scheduling and visiting sections of the business first year seminars, and sophomore and junior classes. The Representative makes formal presentations to undergraduates in courses explaining the program and the exemptions available to students with strong grades.
2. Scheduling and visiting sections of the senior strategy course and assisting with the presentations to the graduating seniors.
3. Serving as a personal advisor to all undergraduates interested in pursuing the MBA after their undergraduate degree is earned: (1) Provide accurate information about the program, admissions, and requirements. (2) Direct potential applicants to the appropriate resources to have their questions and concerns answered. (3) Act as a professional representative of the MBA Program and the Black School of Business.
4. Working with the MBA Admissions Office on database entry, records management, letters, distribution of materials, mailings, etc. as needed.
5. Visiting campuses of other Penn State campuses and/or other universities and colleges as assigned.
6. Attending job fairs at other campuses as requested.
7. Other duties as initiated and assigned.

This position requires 10 hours of work per week. It reports to both the Graduate Admissions Counselor and the Director of the MBA Program. The pay will be at least \$16.94 per hour. The position is for Fall 2009 & Spring 2010 semesters.

### Selection criteria include:

- Full-time student during Fall 2009 and Spring 2010 semesters
- Excellent verbal communication skills
- Strong public speaking skills
- Excellent interpersonal communication skills – Friendly and outgoing
- Professional demeanor and appearance – appropriate to interaction with 18-22 year olds
- Respectful of others
- Enthusiastic about the MBA program
- Shows initiative – can act independently
- Ability to develop and carry out creative recruiting strategies
- Must have valid Pennsylvania drivers license

**Apply by July 15, 2009 to Dr. Al Warner** by sending a cover letter and resume to: MBA Program, Black School of Business, Penn State Behrend, 5101 Jordan Rd., Erie, PA 16563.

Dr. Al Warner  
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814-898-6509