



MBA Student Representative

A full-time MBA 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 undergraduate students explaining the program and the exemptions available to students with strong grades.
2. Scheduling and visiting sections of the senior strategy course (MGMT 471W) and assisting the MBA director with the presentations to the graduating seniors.
3. Provide accurate information about the program, admissions, and application requirements. Direct potential applicants to the appropriate resources to have their questions and concerns answered. Act as a professional representative of the MBA Program, the Black School of Business and the Graduate Admissions Office.
4. Working with the MBA Admissions Office on distribution of materials and mailings, as needed.
5. Visiting business classes of other Penn State campuses and/or other universities and colleges as assigned.
6. Mandatory attendance at Penn State Behrend Open House events on Saturdays in October, February & April. Represent the MBA program at the October and February Career & Internship Fair and the Sophomore Business Bridge event on a Saturday & Sunday in November, 2013. Attending job fairs at other campuses, as requested.
7. Other duties as initiated and assigned.

This position requires 10 hours of work per week with the potential for an additional 10 hours. It reports to both the Graduate Admissions Office and the Director of the MBA Program. Hourly compensation is \$15.00 per hour. The position is for Fall 2013 & Spring 2014 semesters, with summer semesters a possibility. Prefer applicants who can start position in May or June 2013.

Selection criteria includes:

- Full-time student during Fall 2013, Spring 2014, and Summer 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 driver's license

Apply by May 15, 2013, to Ann Burbules, Assistant Director, Graduate Admissions, by emailing a cover letter and resume to her at PSBehrendMBA@psu.edu, or by mail to Graduate Admissions Office, Penn State Behrend, Merwin Building, 5451 Merwin Lane, Erie, PA, 16510.