The Office of Admissions is looking for a diverse group of thoughtful, engaging students interested in helping shape the Pomona College Class of 2021.

As the college’s main on-campus resource for Admissions interviews, senior interviewers conduct one-on-one interviews with high school seniors and transfer applicants. Interviewers then submit evaluative write-ups that become a part of the prospective applicant’s official admissions file.

By entrusting senior interviewers with this portion of an applicant’s file, this gives more time for full-time Admissions staff to travel to recruit talented students and read applications. The Admissions Office hires 5-15 interviewers (up to 15 in the fall and 5 in the spring) during the academic year and up to 4 interviewers during the summer. Please note that current open positions are for the fall semester 2016 only. We will hire 10 more interviewers for fall 2016 as we have already hired for the full 2016-17 academic year.

Responsibilities:
• Interview prospective students for the Class of 2021, including transfer and international students
• Compose and submit write-up reports after each interview
• Additional duties when needed
  o Conduct campus tours for large groups of visitors

Required Qualifications:
• Current Juniors at Pomona College in good academic standing
• Expected graduation in December 2016 or May 2017

Preferred Experience:
• Strong personality—able to connect and communicate with prospective students and families from a variety of backgrounds and experiences
• Strong communication skills—able to articulate nuanced, pointed arguments in writing and speech
• Strong analytical judgment—able to balance multiple interests and viewpoints
• Visible leadership—active in a variety of academic areas and corners of campus life (including athletics, international students, and/or transfer students)
• Responsible, reliable, professional—able to complete assigned duties in a timely, organized manner
• Prior Admissions Office experience is not required

Time Commitment:
**Academic Year 2016–17**

- Position is part-time for the fall semester
  - Shifts begin in early September, 2 weeks after the start of classes
  - No interviews during Fall Break, Thanksgiving Break, Reading Days, Winter Holidays
  - The last day of interviews is the Wednesday before Reading Days
- Mandatory training from Monday, August 22 (Dates To Be Finalized)
- Compensation for 2016–17 is at least $11.50/hour
- Weekly time commitment is ~7–11 hours per week
  - Fall semester: Primary responsibility is to interview prospective applicants
    - ~7 hours of interviewing and composing write-up reports
    - ~3 hours interviewing on at least 4 Saturdays in the Fall semester
    - ~1 hour group lunch meeting twice a month

**Summer 2016**

- Position is full-time for the summer (negotiable)
  - No interviews during Memorial Day or July 4th
- On-campus housing (taxable benefit) is provided and paid for by Admissions
- Mandatory training begins Monday, May 23 (Dates To Be Finalized)
- Compensation for Summer 2016 is at least $11.50/hour
- Weekly time commitment is Monday – Friday 8:30 a.m. – 4:30 p.m.
  - Conducting up to 4 interviews per day for four days a week
  - Monitoring the front desk during the lunch hour one day per week
  - Leading 2–4 campus tours for one day per week
  - ~13 days of unpaid time off throughout the summer

**To Apply:**

Submit an application here: [http://tinyurl.com/posrintv201617sp](http://tinyurl.com/posrintv201617sp) ([https://pomona.az1.qualtrics.com/SE/?SiD=SV_dgv5bSRbVpfeoN7](https://pomona.az1.qualtrics.com/SE/?SiD=SV_dgv5bSRbVpfeoN7)).

Keep in mind that the application cannot be saved, so we strongly encourage completing your application essays in a separate word processor (Word, Google Docs, etc.) prior to submission.

**Contact:**

For additional questions, please reach out to srintv@pomona.edu, (909) 621-8134, or visit the Admissions Office in Sumner Hall.

Meet the current cohort of senior interviewers:
“When does training take place? What does training for this position look like?”

All senior interviewers partake in a fully-paid week-long, mandatory training, which will cover the responsibilities listed above. Training takes place Monday – Friday from 8:30 a.m. – 5:00 p.m. (4:30 p.m. during the summer), with the opportunity to move into campus housing the day before training begins. Room and board are provided for the week of training.

For the academic year, interviewers move-in on Sunday, Aug. 21, to their senior year dorm rooms; the Office of Admissions pays for room & board for the week. Hourly pay is also provided. Training takes place Monday – Friday, Aug. 24 – 28, 8:30 a.m. – 5:00 p.m.

During the summer interviewers move-in on Sunday, May 22. The Office of Admissions pays for on-campus housing all summer (taxable income). Training takes place Monday, May 23 – Friday, May 27, 2016 from 8:30am – 4:30 p.m.

The training for senior interviewers takes interviews beyond the basic structure depicted in these interview-training videos (http://tinyurl.com/o3hxduz) for Alumni Interviewers.

“How many hours per week will this position require?”

For the academic year, senior interviewers will work between 7 – 11 hours per week during the fall semester and 4 – 7 hours per week during the spring semester. First, the weekly shift will total 7 hours, usually broken into two shifts of 3.5 hours over two days. Second, senior interviewers are required to work 3.5 hours, from 9:30 a.m. – 1:00 p.m., on 4 Saturdays in the fall semester. During these Saturday shifts, interviewers will conduct 3 interviews: at 10:00 a.m., 11:00 a.m., and noon. Last, we will have bimonthly lunch or dinner meetings as a group, TBD.

For the summer term, the summer interviewer works Monday – Friday, 8:30 a.m. – 4:30 p.m. Approximately 13 days of vacation are provided which the interviewer can request through their supervisor prior to the start of training.

“For the academic year position, when will my shifts in the office occur?”

For the academic year, the Office of Admissions builds each weekly shift around the senior interviewer’s class schedule each semester. As a result, the shift schedule will be finalized in the first few weeks of both the fall and spring semester. Each interviewer’s weekly shift will only occur
Monday through Friday between 9:00 a.m. – 5:00 p.m. when the office is open. As often as possible, weekly shifts will be from 8:30 a.m. – 12:00 p.m. noon or 1:30 – 5:00 p.m. on two separate days. If the interviewer’s class schedule doesn’t allow for that, the supervisor will determine the shift schedule on a case-by-case basis.

“Can interviewers hold other work-study jobs concurrently?”

For the academic year, the fall semester time commitment can be likened to the hourly equivalent of an academic class. We strongly discourage senior interviewers from taking other paid, on-campus jobs. Our concern is that students maintain a healthy work-life balance, do not bill costly overtime hours, and do not max-out their work-study allotment before the spring. If a senior interviewer intends to have additional on-campus, paid positions, we will review these on a case-by-case basis. The senior interviewer will have to chart out weekly time and work-study allotment calculations.

For the summer term, the summer interviewer is a full-time job. As such, senior interviewers cannot commit to other on-campus, paid positions that would conflict with the full-time hours.

"What skill sets do interviewers gain from their Admissions Office experience?"

Aside from interviewer and interviewee skills, our seniors are coached in navigating a professional work environment, learning to network with colleagues in formal and informal settings.

Our senior interviewers bring their professionalism and interviewing experience to a variety of jobs and graduate schools. Each year, several seniors may gain a new interest in the field of higher education and accept entry-level admissions officer positions at Pomona Admissions or our peer institutions.

“When should I apply to be a senior interviewer? What is the application notification timeline? How do I decide whether to apply in the fall or spring semester?”

The Admissions Office hires in both the fall and spring semesters. Any current junior is eligible to apply for a position the following cycle; students do not have to be on-campus in order to interview either semester. We aim to hire 5–6 interviewers in fall 2015 and spring 2016 semesters for the following cycle (summer 2016 and academic year 2016–17).

We strongly encourage students to apply during whichever semester is most convenient for their senior year planning. There is no difference between application dates; we aim to provide two options to better compete with the hiring timelines for other leadership positions as well as SURP in the spring. We hope to hire half our interviewer cohort per round.

“What if I apply in the fall and don’t get accepted? Can I reapply?”
If you apply in the fall and aren’t accepted, there is no need to reapply. Just indicate that you’re still interested and we’ll contact you in the spring if we still need to fill open spots for the academic year or for the summer.

“What if I’m planning on graduating in December?”

If you plan to graduate in Fall 2016, please still feel free to apply this cycle to either the summer 2016 or academic year 2016-17 positions. You would only work the Fall 2016 semester, due to budget line constraints.

If you plan to graduate in Fall 2017, please apply next cycle (Nov. 2016 or Mar. 2017) for the summer 2017 or academic year 2017-18 positions. You would only work the Fall 2017 semester.
**Application Timeline (Tentative)**

*Note: Please be aware that our timeline may change due to other, concurrent admissions programs such as QuestBridge, Posse, and Early Decision committees.*

### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>11/10/2015</td>
<td>Information Sessions (open to public)</td>
</tr>
<tr>
<td>11/11/2015</td>
<td>4:00 – 5:00 p.m. @ Walker Lounge</td>
</tr>
<tr>
<td>11/17/2015</td>
<td>Application deadline (current juniors only)</td>
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<td></td>
<td>12:00 p.m. @ Online</td>
</tr>
<tr>
<td>11/18–20/2015</td>
<td>Interviews scheduled (select candidates only)</td>
</tr>
<tr>
<td>11/30/2015</td>
<td>Interviews for the position</td>
</tr>
<tr>
<td>12/11/2015</td>
<td>Phone Offers made (select candidates only)</td>
</tr>
<tr>
<td>12/16/2015</td>
<td>Application notification (all applicants)</td>
</tr>
<tr>
<td>12/16/2015</td>
<td>Hiring paperwork completed (hired candidates)</td>
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</tbody>
</table>

### Spring 2016 (Tentative Dates) -- UPDATED

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>03/24/2016</td>
<td>Information Sessions (open to public)</td>
</tr>
<tr>
<td>03/28/2016</td>
<td>4:00 – 5:00 pm @ Smith Campus Center 217</td>
</tr>
<tr>
<td>03/30/2016</td>
<td>Application Round 1 Review (current juniors only)</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. @ Online</td>
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<tr>
<td></td>
<td>If you submit your application after March 30, please e-mail <a href="mailto:srintv@pomona.edu">srintv@pomona.edu</a> to confirm that your application has been received; your application will be reviewed on a rolling basis.</td>
</tr>
<tr>
<td>03/30–04/1/2016</td>
<td>Interviews scheduled (select candidates only)</td>
</tr>
<tr>
<td>Week of 04/04/2016</td>
<td>Interviews for the position</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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</tr>
<tr>
<td>04/13/2016</td>
<td>Phone Offers made (select candidates only)</td>
</tr>
<tr>
<td>04/15/2016</td>
<td>Application notification (all applicants)</td>
</tr>
<tr>
<td>04/27/2016</td>
<td>Hiring paperwork completed (hired candidates)</td>
</tr>
</tbody>
</table>
Note: We will only review applications submitted online. Please use this document only as a resource for preparing your application materials.

Note: Please carefully review the job description and application guide, as the position responsibilities and application expectations have changed significantly this year.

Note: Keep in mind that the online application cannot be saved, so we strongly encourage completing your application essays in a separate word processor (Word, Google Docs, etc.) prior to submission.

Student Information
Note: We ask for your up-to-date information for the purposes of hiring.

First and Last Name
Graduation Month & Year
Major (1), Major (2), Minor(s)
High School, City, State

Campus Mailbox, Cell Phone Number, E-mail Address

The Position
Note: We ask for your interest in the academic year and/or summer positions in order to gauge the effectiveness of our marketing for the position.

Please mark the position(s) for which you are applying. You may apply for multiple positions using the same application.
  o Senior Interviewer (Academic Year 2016–17)
  o Summer Interviewer (Summer 2016)

What is your preference between the Academic Year 2015-16 or the Summer 2015 position?

How did you find out about the senior/summer interviewer position? What was the biggest factor in your decision to apply for the senior/summer interviewer position?

Your Time at Pomona (Past & Present)
Note: We ask for your extracurricular involvements in order to gauge the aspects of campus life that you would best represent, applicable skill sets to the senior interviewer position, and/or the visibility of your leadership.

Please list your 3 most significant involvements at Pomona, your impact on the organization, and detail skill sets applicable to the senior interviewer position.

Note: We ask for your 2016–17 or summer 2016 extracurricular commitments to ensure that: if applying for the academic year position, you have no other commitments that would detract significant from your work-life balance and your work-study allotment; if applying for the summer 2016 position, you have no commitments that would conflict with the full-time working hours.

What are your work-study, on-campus commitments for the 2016–17 academic year and/or 2016 summer (if applying for the summer position)?

Ex. “Activity 1 (3–5 hours per week, work-study); Activity 2 (1 hour per work, work-study); Activity 3 (5 hours per week, volunteer)”

Ex. “I do not have any commitments for the 2016–17 academic year besides writing my senior thesis.”

Note: We ask for your previous involvement in the Admissions Office to gauge your familiarity with our programs and processes. Previous involvement is not required.

Have you previously been involved in Admissions Office activities? If so, in what capacity? Please list the positions and dates (mo./yr.) of involvement.

Ex. Tour Guide/Student Ambassador/Intern (2014-15, Summer 2013); Hosted prospective students (Fall 2013, 04/2014); Served on Student Panel for Diversity Weekend/Admitted Students Day/Etc. (11/2012, 04/2013); Admissions Mock Interviewee (9/2014), etc.”

Ex. “None.”

Being a Senior Interviewer

Note: We ask for your reasons for applying and your critical, creative responses to our essay questions in order to gauge your potential impact on our office.

1) What is a specific project or learning experience you’ve done at Pomona that you could not have done at any other college or university? (100–150 words)

2) Review the interview training videos (http://tinyurl.com/o3hxduz) under the “Interview Components” folder. Is there anything that surprised you? What
would you find challenging about conducting interviews for Pomona? How could you improve on this interview format? (100–150 words)

2) Choose a famous person, living or dead. Imagine that you have interviewed this person for 30 minutes as part of their candidacy for admission to Pomona College. Please complete a mock write-up report detailing your opinion of whether this person would be a fit for admission to Pomona College. (200–300 words)

Note: We ask for the contact information of two Pomona College faculty or staff; no letters of recommendation are necessary. References will only be contacted in the event that we require more input from other spaces on campus. If you move to the interview round, please contact both references to let them know that you have applied for this position.

Name, Dept., E-mail Address, and Campus Phone Extension
Name, Dept., E-mail Address, and Campus Phone Extension

Availability for Interviews
Note: Applicants who are currently studying abroad will be asked to provide an ideal time and Skype username in case we contact you for an interview. Being on-campus is not a requirement for applying.

Are you currently studying abroad?
For candidates currently abroad, we may invite you to a Skype interview.
   ○ In what country are you currently studying abroad?
   ○ What is your Skype username?

Note: We ask for your availability for a single 30-minute interview between Monday through Friday according to Pacific Time.

Monday through Friday, 9 – 10 am, 10 – 11 am, 11 am – 12 pm, 1:30 – 2:30 pm, 2:30 – 3:30 pm, 3:30 – 4:30 pm