Undergraduate Admissions
Summer I-STAR Position

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

All I-STAR positions will involve giving tours of campus to prospective students and families. Summer I-STAR positions will also include assisting 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. For this hiring season, students will begin training on May 16, 2016 and Summer Registration will begin May 23, 2016. Students must be able to work Monday-Friday during the hours of 7:30am-4:30pm the entire summer, with the option to work full-time (35 hours per week) or part-time (20 hours per week). There will also be an opportunity to continue work in the Fall semester part-time.

During the Fall and Spring semesters, 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 three Saturday programs. The largest number of available work hours will be during the Summer Registration program, which is scheduled to run from May 23 to July 8, 2016. Relatively fewer hours are available from July 11 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 2016, August 2016, or December 2016 are not eligible for this position.

Interested applicants should email a resume to kpoll11@illinois.edu by March 29, 2016. We will then request additional information. Those selected for an interview will be notified and scheduled for an interview. Round I interviews will take place April 7 and April 12, 2016. If selected, Round II interviews will take place April 13 and April 14, 2016. Successful applicants will be required to attend training week May 16-20, 2016.

Questions regarding the application process should be directed to Katie Pollard at the Office of Undergraduate Admissions, 217-300-3245 or kpoll11@illinois.edu.