

Crane Student Association (CSA) Tour Guide Application

Thank you for your interest in becoming a CSA tour guide! Not only will this be a wonderful resume builder for your future, but it will make you an outstanding member of the Crane community.

With the position of CSA tour guide, you will receive an official certificate to be on the tour guide committee. It is expected that as a tour guide you are willing to connect with prospective students you meet on your tours, so you will receive your own set of business cards to hand out to prospective students and their families!

The application process is as followed...

1. Paper application.
2. Interview with Executive Board.
3. Guiding a mock tour.

Paper Application

Attached to this packet is the paper application. Please submit it to the CSA office via the folder on the door.

Interview with Executive Board

The CSA executive board will hold an interview where you will be asked multiple types of questions, including scenarios. After the interview, you will be given a tour rotation sheet to keep for your mock tour. This rotation sheet will have basic information about each section of Crane. You are expected to know in depth information about your degree program.

Guiding a mock tour

This will basically be how an open house is run. You will be assigned a group with a topic focus (music education, performance, music business, musical studies etc) you will meet with the other applicants to decide where you will be starting from. You will start the tour and follow the rotation sheet. Executive board members, and possibly CSA Assembly members on the tour will ask you questions.

You will be tested on you abilities to...

Follow the tour rotation.

Answer questions appropriately.

Complete the tour within the allotted time frame (*45 minutes maximum*).

*****Applications are due no later than September 14th, 2018 at 4:00 p.m.*****

CSA TOUR GUIDE APPLICATION

Name:

Major:

Year:

Minor:

Potsdam Email:

Concentration:

Do you reside on campus? YES or NO

Are you in the CSA assembly? YES or NO

What is your favorite aspect of Crane?

Why do you want to be a tour guide?

How is your time management?

Do you have any public speaking experience? (If no, write "n/a" in the space below).

FALL 2018 SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							

