

## PSAC Job Description

<b>Job Title</b>	<b>Campus Tour Guide</b>	<b>Rate of Pay</b>	In accordance with CA
<b>Classification</b>	Student Assistant I	<b>Approved</b>	October 2025

### Job Summary

To provide individual and group campus tours to prospective students, special guests and/or alumni.

### Primary duties:

1. greet incoming guests with a friendly and positive demeanor
2. provide tours of the campus and its buildings
3. answer questions, and refer to Student Success Officers as needed (or other administrative officers)
4. other relevant duties as assigned

### Qualifications

#### Skillset:

1. Have a positive and enthusiastic attitude
2. Act as a representative of Brandon University
3. Familiar with campus, the buildings, and services offered
4. Ability to comfortably speak with a diverse group of people
5. Ability to explain information to guests
6. Awareness of accessibility needs of guests (mobility, visual, auditory)

#### Education:

1. Preference given to a currently registered BU student with a 2.5 GPA or higher
2. Have completed 30 credit hours at BU
3. Have general knowledge of the various faculties, departments and areas on campus

#### Experience:

1. Public speaking

### Working Conditions

1. Physically able to travel on campus from each building, using accessible entry points for guests as needed
2. Working hours may include day, evening or weekend shifts
3. Must provide a Child Abuse Registry Check

### Alternate Job Titles may include:

1. Campus Guest Ambassador
- 2.