



CARDINAL BLAZER PROGRAM  
CARDINAL BLAZER JOB DESCRIPTION & APPLICATION  
OFFICE OF ADMISSION  
Blaike Cook at [cookb@william.jewell.edu](mailto:cookb@william.jewell.edu)

**Mission Statement:**

It is the mission of the Cardinal Blazer program to introduce new and prospective students and their families to the merits of William Jewell College with the highest levels of enthusiasm and integrity. In addition, Cardinal Blazers seek to present the quality of teaching, learning, and scholarship experiences available to our students, demonstrating William Jewell College's commitment to cultivating leadership, service, and spiritual growth.

**Summary of the Blazer Program:**

Serving as a very important representative of the college, Cardinal Blazers provide an essential role in supporting new student recruitment efforts within the Office of Admission. The Office of Admission seeks to utilize this elite staff of current students to promote the spirit and unity of the College, as Blazers are often the first contact prospective students have with William Jewell College.

**Summary of Duties:**

Cardinal Blazers will provide support to Office of Admission recruitment efforts, by providing daily campus tours to guests, engaging families in informal conversations over coffee, and assisting with special events held by the Office of Admission. Other duties include gathering content for social media and other marketing initiatives, evaluating admission print materials, and assessing web interface and user experience. Blazers will also assist admission counselors by making phone calls, answering questions, referring questions to appropriate departments or individuals, writing notes and/or letters, and ensuring the accuracy of information given.

**Qualifications and Selection Criteria:**

Qualified applicants must be enrolled full time at William Jewell College, and must carry a minimum 2.50 cumulative grade point average. In addition, applicants are well-rounded individuals that can speak to their experiences in multiple areas of campus life. Strong Candidates will possess:

- Excellent written and oral communication skills;
- The ability to effectively present the positive attributes of William Jewell College;
- Initiative, dependability, discipline, creativity, responsiveness, open-mindedness, and self-confidence;

- The ability to work well with others in a team environment;
- Efficient time management skills; and
- Ability to adapt to change.

A broad base of campus knowledge and involvement with various campus services and resources is preferred but not required.

## **Required Program Dates:**

**In addition to the general duties listed above, members of the 2019-2019 Cardinal Blazer staff will serve in this capacity and must be able to commit to working from September, 2018 to May, 2019 and the following:**

### **Required Events and Tour Assignments:**

- Fall & Spring Tours, as needed
- Fall & Spring Parent Coffee, as needed
- Special Group Tours, as needed
- All Scheduled Meetings
- Visit Events \*
  - February (Date TBD)
  - March (Date TBD)
  - April (Date TBD)
  - September (Date TBD)
  - October (Date TBD)
  - November (Date TBD)
  - December (Date TBD)

### **Other Opportunities Available:**

- Saturday Tours
- Fall Preview Day: (Date TBD)
- Summer 2014 Tours

\* Blazers are encouraged to commit to as many events as possible, but are only required to work a minimum of **TWO** major on campus events

## **Events and Programs:**

### ***Campus Tours & Parent Coffee***

Campus Tours and parent Coffees are the primary services our Cardinal Blazers provide on a regular weekly basis. Guests on these tours are provided with a customized schedule outlining their day in which most of their day is spent with a Blazer on tour. Prospective students are welcomed to sit in on a class during their visit as well. If they have additional guests with them, we invite their guests to informally chat with our Blazers over coffee at the PLC. We offer two tours a day Monday through Friday lasting 45 minutes, and one Saturday tour of the same length. Tour Schedules are as follows:

Monday, Wednesday, Friday: 10:15 am - 11:00 am Tour & 12:45 pm - 1:40 pm Tour, 11:15 - 12 Coffee & 1:45 - 2:30 Coffee

Tuesday, Thursday: 9:45 am - 10:30 am Tour and 10:45- 11:30 Coffee

Saturday: 10:00 am - 10:45 am

### ***Special Group Tours***

Special Group Tours are 'private' tours offered to school groups, families, donors, and other programs, upon request to our office. They are scheduled by Blake Cook, our Event Coordinator, and may not necessarily take place during times when a regular tour is occurring. Blazers are typically assigned to these based on their availability.

### ***Fall Preview Day***

Journey to Jewell is a recruitment event which takes place in late spring and in early fall. This event is designed to fit the needs of three different groups of students: high school seniors who are in the last stages of making their college choice, transfer students who are also in decision stages, and high school juniors who are getting a head start on their college search. Cardinal Blazers play a critical role during Journey to Jewell by helping staff various positions throughout the event including giving campus tours, and sharing their stories as a student at William Jewell College.

### **Application Procedure:**

Applications must include the completed application cover sheet, and typed responses to all application questions. Applications must be submitted to the Office of Admission in Brown Hall, or via email to the Cardinal Blazer Advisor, Blake Cook. Blake can be contacted by phone at (816) 686-5464.

# Cardinal Blazer Application

William Jewell College

All information is required. No pencil please.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Majors(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
\_\_\_\_\_

Did you transfer from another college/university?  Yes  No

If so, where? \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Phone

Number: \_\_\_\_\_ Year: \_\_\_\_\_

Hometown: \_\_\_\_\_ High School: \_\_\_\_\_

Current number of hours completed at Jewell: \_\_\_\_\_

If needed, you may contact the following faculty/staff regarding my candidacy for this position:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

**To complete your application you must turn in the following:**

- Completed application cover sheet (this sheet)
- Typed responses to open ended questions (next page)
- OPTIONAL:** A résumé that includes activities and organizations in which you are or have been involved, special skills, and any languages you are fluent in other than English.

Please submit your typed answers to the following questions. You are more than welcome to submit on a separate sheet if you like.

1. List your top 3 college choices and describe how you ultimately chose William Jewell College over the others.

2. How will your skills enable you to be an effective Cardinal Blazer?

3. Why do you want to be a Cardinal Blazer? Please explain

In keeping with Federal regulations concerning the *Rights and Privacy Act*:

- I Intend to exercise my right to view my application file.
- I waive my right to view my application file.

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Signature of Candidate

**If you have questions:** Contact the Cardinal Blazer Advisor, Blaike Cook, at (816) 686-5464 or at [cookb@william.jewell.edu](mailto:cookb@william.jewell.edu)

RETURN APPLICATIONS TO: Office of Admission, 105 Brown Hall  
Attn: Blaike Cook  
OR  
Email to [cookb@william.jewell.edu](mailto:cookb@william.jewell.edu)