

**Outside Reader Positions Available
The George Washington University
Office of Undergraduate Admissions**

The GW Office of Undergraduate Admissions seeks Outside Application Readers (ORs) to review freshman and transfer applications for the 2015-2016 cycle. Each OR will read, evaluate, and summarize applications in an assigned caseload and make preliminary admissions recommendations to the Admissions Committee.

ORs are required to attend an on-campus training session to take place on December 12th & 13th. Additional virtual training will be conducted as needed beyond the initial training session. ORs will be instructed in GW evaluation protocols and be expected to thoughtfully apply them to each assigned file. This includes a careful and holistic evaluation of academic records, letters of recommendation, student-written essays, extra-curricular commitments and achievements, interview reports, and standardized test scores, if submitted.

The length of service for the OR is expected to run from mid-December through the end of April during which ORs will work 20 hours per week. Though the OR will work remotely, he/she will be expected to maintain weekly communication with the Sr. AD who serves as their supervisor.

Job Requirements

A bachelor's degree is required; previous experience in selective college admissions and/or knowledge of GW is highly preferred. This position requires strong time management and organizational skills; strong critical thinking skills; independent initiative; and the ability to keep files (and the information they contain) confidential. Application review is conducted online remotely; each reader will be provided a personal computer and should have reliable internet access. The university-provided computer must be returned on the last day of employment as an OR.

Proficiency with computers, working online, data entry, and word processing is required. Candidates must have strong verbal and written English language communication skills

Given the sensitive nature of the admissions selection process, and to avoid any potential conflicts of interest, ORs may not be the parent/guardian or immediate family member of a high school junior or senior applying to college (whether to GW or elsewhere); currently work for a school or program that enrolls high school students; or currently work in the fields of college admissions or college counseling.

A link to the application is below:

[2015/16 Outside Reader Application](#)