

**From:** Matt May <[REDACTED]>

**To:** [REDACTED]

**Cc:** Sandra Garcia [REDACTED]

**Subject:** [cdm-2015] Opportunity to Lead Tours on Interview Days

**Date:** Fri, 07 Sep 2012 21:30:48 +0000

**Attachments:** CDM\_Interview\_Tour\_Guide\_Application.docx

---

Dear Class,

As many of you are aware Krishna and I have been coordinating student involvement in the admission's process. We have already scheduled most of the interview lunches and have been working with Dr. Zubiaurre and Sandra Garcia to facilitate more student involvement--one of which is student lead tours.

With that said, it is my pleasure to inform you that Dr. Zubiaurre and Sandra Garcia will be accepting applications for tour guides. The application is attached, and should be submitted to Dr. Zubiaurre [REDACTED] and Sandra Garcia [REDACTED] by **September 14th**. Acceptance emails will be sent out the following week.

Some quick information regarding the position!

- We are looking for 8-10 students to lead tours on a rotational schedule.
- There will be a requirement to attend a training session, including shadowing the current resident that give tours.
- We expect that you will be available to give tours throughout the interview season (including January, during our break).
- Because this is a newly initiated venture, Dr. Zubiaurre and Sandi have recommended that we use the fall term as the transition and training period; students will shadow the current tour guide throughout the next few months and familiarize themselves with the process

This is a great opportunity to make an impression on potential students and be the reason they choose Columbia!

If you have any questions feel free to email myself [REDACTED] or Krishna [REDACTED]

Sincerely,  
Matthew May and Krishna Kansagra