



## **JOB DESCRIPTION INSTRUCTIONS**

**Name of Position:** Student Worker for Student Ambassador.

**Department:** The Office of Admission

**Campus Location:** *The Office of Admission*

**Supervisor:** Levi Thomas

**Length of Contract:** Academic Year 2020 – 2021

**Pay Rate:** 8.50 hourly (1 Lead Ambassador 9.50 hourly)

**Job Purpose:** Serves to welcome guests at Admissions events and provide campus tours to prospective students and families for the purposes of enrollment.

### **Job Responsibilities:**

- Welcome guests and offer tours to prospective students and families on the main campus.
- Send postcards to guests following campus visits
- Attend event days organized by the Office of Admission
- Escort students and families to appointments on campus
- Ability to perform data entry tasks
- Other duties or special projects as assigned.

### **Qualifications:**

- Friendly, outgoing, and welcoming
- Have a positive attitude and demonstrate a willingness to connect with prospective students.
- Have excellent communication skills and communicate in advance any issues that may prevent you from meeting scheduled shifts.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work a flexible schedule, including weekend event days.
- Maintain professional behavior inside and outside of the Admission Office including: social media, conduct in the classroom, conduct in activities, and all other venues where you may be perceived to represent the college.

### **Skill Development Areas:**

- Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

**Evaluation:** Student Ambassadors are evaluated on a semester basis. We evaluate professionalism, work performance, communication, and attitude.