**JOB DESCRIPTION INSTRUCTIONS**

**Name of Position:** ­­­­­­­­­­­­­­­­­­­­Student Ambassador

**Department: The Office of Admission**

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

**Supervisor: Levi Thomas**

**Length of Contract:** Academic Year 2021 – 2022

**Pay Rate:** 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.