

Alverno College
Student Employee Job Description

Position Title: Student Ambassador

Date: 5/17/23

Department: Admissions

Status: Student Employment

Reports To: Visitor Experience Coordinator

Salary: \$10.50 per hour (0-5 hours/week)

Primary Function:

Ambassadors play a vital role in the recruitment for Alverno College by providing prospective students and their guests a look at the Alverno campus while sharing information about our programs, people, and places. Ambassadors provide campus tours (individual/groups), participate in large-scale recruitment events; participate in student panels, presentations and more.

Principal Responsibilities

1. Provide weekday tours to students and their guests and be available for some Saturday tours and events.
2. Participate in Admissions events through the academic year.
3. Ability and willingness to speak in front of a large group of people and to engage with individuals of diverse backgrounds.
4. Must be flexible and respond professionally to changes in a fast-paced environment.
5. Must maintain confidentiality and be eager to help prospective students.
6. Must maintain a professional attitude and appearance.
7. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Excellent oral skills/Comfortable talking to new people
3. Must be punctual and reliable
4. Strong communication skills: friendly and helpful attitude
5. Respect confidentiality and professionalism
6. Ability to work independently and cooperatively
7. Able to access and check outlook for tour information

Working Conditions

Events and tour require lots of standing and walking

General office environment

Notes

- Start date as soon as possible
- All Guides will receive the proper training needed before giving tours to prospective students.

Want to apply?

Click [HERE](#) to complete your application!