



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Ambassador **Date:** 2019-2020
Department: Admissions **Status:** Student Employment
Reports To: Visitor Experience Coordinator

Primary Function:

Ambassadors are passionate individuals who serve as the face and voice of Alverno College for prospective students and their guests. Ambassadors provide campus tours, share their positive experiences at Alverno and serve as hosts during admissions events.

Principal Responsibilities

1. Serve as a warm, friendly, poised and articulate representative of Alverno College for:
 - Admissions recruitment events
 - Campus tours for individuals and groups
 - Student panels
2. Attend monthly training sessions to strengthen skills.

Requirements

We look for students who

- Share a strong enthusiasm for Alverno College.
- Are articulate, professional, punctual and responsible.
- Can work about 10+ hours per month (Hours worked will vary based on schedule and tour needs).
- Participate in Admissions events throughout the academic year.
- Maintain student confidentiality.
- Can memorize and present information accurately and concisely.

Qualifications

As an ambassador, you

- Must be a current registered Alverno student who is in good academic standing.
- Must be able to attend weekend and evening recruitment events.
- Must attend all monthly training meetings.
- Must have strong communication skills (written, verbal, interpersonal, etc.).
- Must have the willingness to speak in front of large groups of people.
- Must have the ability to engage with individuals of diverse backgrounds.
- Must be flexible and respond professionally to changes in a fast-past environment.
- Must maintain a professional attitude and appearance.

Working Conditions

This is not an office job. Ambassadors are out giving tours or working events. Ambassadors are scheduled to do daily 10 a.m. and 2 p.m. tours during times they aren't in class and aren't working another job. Because of that, there is great flexibility in when an Ambassador works.

Notes

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

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