



Ambassador in the Office of Admissions (Student Leadership Position)

Position Summary

This is a position in the Student Leadership Community. This position is considered a leadership position because AU Ambassador Team Members will be advising the Admissions Office on creation of admissions materials/events and recruitment tactics. Ambassador Members will also create and manage events (or portions of events), and represent the university at college fairs, develop relationships with prospective families, etc.

Ambassador Members are the face of AU to prospective students and families. They assist with visit days, connect with students, and give tours to families. Office-type responsibilities are involved, but the position is public relations in nature.

Minimum Qualifications

- 2.75 with good academic standing.
- Be a student in good standing free of academic, disciplinary, or chapel probation.
- Must adhere to the standards outlined in the student code of conduct and possess. commitment to academic discovery rooted through a Christian worldview.

Reports to

- Visit Team Manager in the Office of Admissions

Requirements

- Students will be required to attend all Admissions training sessions, meetings, workshops, & leadership training as well as work all Admissions events. Ambassadors will be given these dates ahead of time.
- Ambassadors attend meetings every other week.
- They will also be required to work 15 hours each week (unless otherwise discussed with your supervisor).
- Need to be available to start training the week of August 24, 2020 and will work through May 17, 2020.

Qualifications/Skills

- Good with people
- Excellent communicators (spoken and written)
- Pride in AU
- Ability to speak to large groups of people
- Ability to interact with diverse groups (age, gender, ethnicity, socioeconomic, etc.)
- Approachable and friendly, able to follow directions
- Strong customer service skills
- Ability to learn
- Willingness to grow
- Good role model to peers (on and off the job)
- Representing AU well



- Ability to maintain confidentiality
- Willingness to host students overnight in campus residence room
- Being involved in campus activities and an active community member, and love of service.

Duties

- Giving tours to families
- Office work
- Connecting with families on the phone/social media/email/etc.
- Speaking at events
- Welcoming prospective families to campus
- Working some off-campus events such as college fairs and conferences