

POSITION ANNOUNCEMENT

UNIVERSITY STUDENT AMBASSADOR, 2020-21

POSITION DESCRIPTION

Forty students serve as University Student Ambassadors each year. The position is to provide support in university outreach efforts and to work with prospective and newly enrolled students as well as their families. Through the New Student Programs, Ambassadors work with both first-year and transfer students during GB Orientation and GB Welcome. Through Admissions the Ambassadors give campus tours and work Large Visit Event Days (Admitted Student Days, Campus Preview Days, Open Houses, etc.). General duties also include serving on panels, corresponding with students, serving as hosts and representatives at official university functions which may be on or off campus.

The position held by an Ambassador is very important, for students, families, and community guests who visit and interact with our Ambassadors form an impression about UW-Green Bay. The position also enables an Ambassador to be a role model, as an Ambassador is one of the first students, that first-year students interact with during New Student Programs.

Successful applicants should be confident, enthusiastic, positive, knowledgeable about the campus and involved on campus. We are looking for students who have excellent interpersonal and communication skills as well as good judgement. Students who are selected to be an Ambassador agree to uphold the university policies and regulations, accept assignments as directed by staff and student directors, and present a professional appearance at all functions.

All Ambassadors will participate in New Student Programs – GB Welcome, conduct campus tours and work Commencement. Fridays are reserved for Large Visit Event Days. About half of the Ambassadors will assist with New Student Programs – GB Orientation in June.

QUALIFICATIONS

1. Students must have completed a minimum of one semester at UW-Green Bay while achieving a 2.5 Grade Point Average (GPA) or higher at time of application.
2. Students who have more than one semester at UW-Green Bay and do not qualify for a cumulative 2.5 GPA must have a combined 2.5 GPA for the two semesters preceding the time of application.
3. To continue employment as a University Student Ambassador all students must maintain a cumulative 2.5 GPA.

NOTE: All employment offers are contingent upon a satisfactory criminal background check.

APPLICATION

Applications are due by 11:59 p.m. on Wednesday, February 12. Apply via this link: https://uwgreenbay.ca1.qualtrics.com/jfe/form/SV_3I7FBQkpbBxwonz (Active starting 1/13/20) Applicants should make clear on the application form whether they are available for GB Orientation, which is June 3-12. Interviews will be conducted from February 24-26. Selected candidates will be notified before Spring Break (or notified if the timeline has changed).

New Ambassadors will be put on the spring semester payroll for trainings and mandatory meetings with the first occurring on Saturday, April 4th.

DUTIES & RESPONSIBILITIES

1. Conduct campus tours—All Ambassadors are responsible for giving tours, if class schedules conflict with weekly tour times, an Ambassador will be assigned night and/or weekend tours.
2. Assist with all Large Visit Event Days (Campus Preview Day, Admitted Student Day and Open House programs) held on Fridays.
3. Work the GB Welcome program for new first-year students (prior to the start of classes, August 30 - September 1).
4. Work Commencement (December and May).
5. Assist with communication to prospective, admitted, and enrolled new students (mailings, email and social media).
6. Conduct informational programs for new and prospective students on and off campus.
7. Serve as hosts at official university functions and events.
8. Attend training sessions and monthly group meetings.
9. Other duties as assigned.

FOR GB ORIENTATION

10. Assist with GB Orientation (9 full days, 7 a.m. to 5 p.m. June 2-6, June 9-12).

COMPENSATION

Ambassadors are paid \$9.25 an hour. Apart from GB Orientation, GB Welcome, and tours, which have a set schedule, hours per week will vary based on need and availability.

Due to the new Affordable Care Act requirements, students are not able to work more than 25 hours a week combined of all on-campus and UW System positions.

IMPORTANT DATES

Wednesday, February 12: Applications due no later than 11:59 p.m.

Monday, February 24-Wednesday, February 26: Interviews

Saturday, April 4: Mandatory training for all new Ambassadors from 9 a.m. to 5 p.m.

Sunday, April 26: First mandatory meeting for the 2020-2021 University Student Ambassadors from 6:30 to 8:30 p.m. Additional tour trainings during this academic year will be required.

June 3-6, 9-12: GB Orientation. Training will take place on June 2. (We will use all allocated hours for the week.)

August 30-September 1: GB Welcome. Training will take place prior to these dates August 27-29. (We will use all allocated hours for the week.)

May 16, 2020; December 19, 2020; May 15, 2021: Future Commencement Dates