

POSITION ANNOUNCEMENT

UNIVERSITY STUDENT AMBASSADOR, 2018-19

POSITION DESCRIPTION

Thirty-six 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 FOCUS program Ambassadors work with both first-year and transfer students during R&R and Orientation. Through Admissions the Student Ambassadors give campus tours and work Campus Preview Days. General duties also include serving on panels, corresponding with students, serving as hosts and emissaries 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 Student 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 FOCUS.

Successful applicants should be confident, enthusiastic, positive, knowledgeable about the campus and involved. 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 FOCUS – Orientation, conduct campus tours and work Commencement. Fridays are reserved for Campus Preview Days and Open Houses. About half of the Ambassadors will assist with FOCUS – Registration & Resources (R&R) in June.

QUALIFICATIONS

1. Students must have completed a minimum of one semester at UW-Green Bay while achieving a 2.5 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 2.5 GPA or above from previous two semesters.

APPLICATION

Applications are due by 4:30 p.m. Monday, February 12. Applicants should make clear on the application form whether they are available for FOCUS-Registration & Resources (R&R), which is June 4-15. Interviews will be conducted from February 20-22. Selected candidates will be notified hopefully before Spring Break.

New Ambassadors will be put on this semester payroll for trainings and mandatory meetings will start in April.

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 weekend tours.
2. Assist with all Campus Preview Day, Admitted Student Day and Open House programs held on Fridays.
3. Work the FOCUS-Orientation program for new first-year students (prior to the start of classes, August-September).
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 REGISTRATION & RESOURCES

10. Assist with FOCUS-Registration & Resources (10 full days, 7 am to 5 p.m. June 4-15)

COMPENSATION:

Ambassadors are paid \$9.25 an hour. Apart from FOCUS-Registration and Resources, FOCUS-Orientation, 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:

Applications due: No later than 4:30 p.m. Monday, February 12

Interviews: February 20-22

There will be a mandatory training for all new Ambassadors all day Saturday, April 7. The first mandatory meeting for the 2018-2019 school year University Student Ambassadors will be held on Sunday, April 22 from 6:30 – 8:30 p.m. Additional tour trainings during this academic year will be required.

FOCUS-Registration & Resources dates: June 6, 7, 8, 11, 12, 13, and 14. Training will take place prior to those dates June 4 and 5. (We will use all allocated hours for the week.)

FOCUS-Orientation dates: September 2-4. Training will take place prior to these dates August 30 – September 1. (We will use all allocated hours for the week.)

Commencement: May 12, 2018