POSITION ANNOUNCEMENT
UNIVERSITY AMBASSADORS, 2017-18

POSITION DESCRIPTION

Thirty students serve as University Ambassadors each year. University Ambassadors are paraprofessionals who provide general assistance in support of the university’s outreach efforts to prospective students and newly enrolled students (new first-year and new transfer students). Ambassadors assist with programs for these students and their parents, including Campus Preview Days, FOCUS-Registration and Resources (R&R), FOCUS-Orientation, and other Admissions-sponsored programs. Ambassadors conduct campus tours, serve on student panels, and assist with follow-up communication to new students (by telephone, written correspondence, email, and in-person). The Ambassadors serve as hosts and student emissaries at official University functions and Alumni Association events, both on campus and at the Chancellor’s residence. Finally, Ambassadors provide office support (preparing mailings, assembling program packets, etc.) as needed for FOCUS and FOCUS-related programs.

Ambassadors are among the most involved students on the campus. Prospective students, parents, and community guests who visit the campus form impressions about UW-Green Bay based on their interactions with the Ambassadors. Ambassadors serve as role models for their peers. Successful applicants will be confident, enthusiastic, positive, knowledgeable about the campus, flexible and accommodating, willing to learn, and committed to service to the University. Ambassadors who are selected agree to uphold 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 and conduct campus tours. About half of the Ambassadors will assist with FOCUS-Registration & Resources in June. Other participation will vary based on schedules and student interest/availability.

QUALIFICATIONS

One completed semester of full-time enrollment at UW-Green Bay. Cumulative GPA of ≥ 2.50. Excellent interpersonal and communication skills (written and verbal). Strong decision-making skills and good judgment. A record of co-curricular participation/campus involvement and on-campus residential living experience preferred. Successful applicants will display enthusiasm, a positive attitude, and a willingness to learn.

APPLICATION

Interested students should complete the attached application and submit it to the Office of Student Life, University Union 150. Applications are due by 4:30 p.m. Monday, February 17. Applicants should make clear on the application form whether they are available for FOCUS-Registration & Resources (R&R), which is June 7, 8, 9, 12, 13, and 14. Interviews will be conducted from February 27-March 3. Selected candidates will be notified on or around Friday, March 10.
DUTIES & RESPONSIBILITIES: ALL AMBASSADORS

1. Conduct campus tours—All Ambassadors are responsible for giving tours, as their class schedule allows. **If other commitments conflict with tour times, an Ambassador may be asked to choose between his/her Ambassador position and other commitments.**
2. Assist with all Campus Preview Day programs.
3. Participate in FOCUS-Orientation program for new first-year students (prior to the start of classes, August-September) and participate in Orientation training.
4. Assist with 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 students (new residential students, transfer, and/or commuter students, etc.)
7. Serve as hosts at official university functions, pending availability (receptions, Commencement, dinners, Alumni and Advancement events, etc.)
8. Attend training sessions and group meetings
9. Other duties as assigned, pending interest and availability

DUTIES & RESPONSIBILITIES: REGISTRATION & RESOURCES AMBASSADORS

1-9. As listed above. In addition;
10. Assist with FOCUS-Registration & Resources (6 full days, 7 am to 5 p.m. mid-June)
11. Attend additional training for Registration & Resources

COMPENSATION:

Ambassadors are paid $8.00 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 17

Interviews: February 27- March 3

There will be a mandatory meeting for all new Ambassadors: 6:30 – 8:30 p.m. Sunday, April 23, in Room 103 of the University Union, as well as tour trainings afternoon/evenings in April and May. Additional training during the academic year may be required.

FOCUS-Registration & Resources dates: June 7, 8, 9, 12, 13, and 14. Training will take place prior to those dates. (We will use all allocated hours for the week.)

FOCUS-Orientation dates: August 31- September 2. Training will take place prior to these dates. (We will use all allocated hours for the week.)

Commencement: May 13