

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Office of Admissions
POSITION: Student Ambassador
SUPERVISOR(S): **Molly Fasnacht**
PURPOSE / ROLE: Please see below
QUALIFICATIONS: Please see below
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Student Ambassadors employed by the EIU Office of Admissions play an important role in the recruitment efforts and daily operations of the office. Recruitment efforts are supported by providing campus tours, telephone communication with prospective students, participation in the high school visit program, and assisting with the preparation and execution of recruitment events. Office operations are supported in a front desk role that includes data entry, telephone communication, and assisting guests in the office. Other tasks assigned as needed.

Job Responsibilities 1. Develop relationships with prospective students 2. Conduct Campus Tour 3. Office Hours 4. Telecounseling 5. Attend recruitment events as schedule permits 6. High School Recruitment 7. Attend all mandatory trainings & meetings 8. Other duties as assigned

Characteristics & Qualifications • Must be a full-time student at EIU • Maintain a minimum cumulative GPA of a 2.75 • Be in good judicial standing with the University • Able to commit to employment for at least 3 semesters • Involved in at least one RSO or student organization • Good public speaker • Excellent interpersonal skills

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Click or tap to enter a date.