

STUDENT LABOR POSITION DESCRIPTION**Admissions**

Most Recently Updated 00/00/99

Position Title: Ambassador
Must work 15 hrs/wk.

I. Grade Level: 3

II. Description: An Ambassador is responsible for representing Berea College in a friendly and informative manner. An Ambassador gives campus tours, hosts students overnight, and provides office assistance where needed.

A. The following are the essential duties for an Ambassador in Admissions:

1. Give campus tours to prospective students.
2. Hosts prospective students overnight in their dorm room
3. Takes visiting prospective students to lunch
4. Assists receptionist with general office duties
5. Assists campus visit coordinator with all aspects of campus visit
6. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. May host prospective students in Bingham apartment
2. May supervise upkeep of Admissions apartment
3. May supervise upkeep of Bingham apartment
4. See that the workplace and environs are clean.
5. Performs any other duties as required

III. Learning Opportunities:

- A. Phone skills
- B. Computer skills
- C. Public speaking
- D. Public relations
- E. Customer service
- F. Promotion

IV. Basic Qualifications:

- A. General: Friendly personality, independent thinking, dependability, responsibility, respect for confidentiality, and Honesty
- B. Skill: Communication, computer, and leadership
- C. Physical: Ability to give a one-hour tour
- D. Academic: Student should not currently be on any probations

V. Desirable Qualifications:

- A. Independent thinking
- B. Familiarity with Banner, Word, and Excel

VI. Narrative Summary:

An Ambassador interacted with prospective students in an open and honest manner. The position required the ability to give an objective view of Berea College from the student's perspective. Ambassadors, through their personal interaction, influence the decision of prospects on whether or not to attend Berea College. In addition, the student in this position performed additional job-related duties as assigned.