

STUDENT LABOR POSITION DESCRIPTION**Admissions**

Most Recently Updated 00/00/99

Position Title: Ambassador Team Leader
Must work 15 hrs/wk.

I. Grade Level: 4

II. Description: An Ambassador Team Leader provides supervision to other students in the department. The Team Leader is responsible for organizing portions of campus visits. The Team Leader will be giving campus tours when needed, organizing overnight visit arrangements, and assisting with office work.

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

1. Supervises student hosts
2. Hosts prospective students overnight
3. Organizes overnight campus visits
4. Holds weekly meetings with student hosts
5. Assists in supervision of Ambassadors
6. Assists with all aspects of campus visits
7. 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. Supervising
- B. Leadership
- 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 probation

V. Desirable Qualifications:

- A. Knowledgeable about Berea College
- B. Familiarity with Banner, Word, and Excel

VI. Narrative Summary:

An Ambassador Team Leader worked closely with the Admissions Counselor responsible for campus visits. The Team Leader was responsible for the supervision of the hosting program. The Team Leader worked closely with all aspects of campus visits including campus tours and the delegation of office duties. The Team Leader helped develop a student program that benefited Admissions recruitment efforts. In addition, the Team Leader performed additional job-related duties as assigned.