

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Office of Admissions  
**POSITION:** Student Ambassador  
**SUPERVISOR(S):** Brittany Tierney, Molly Fasnacht, Erin Vicory  
**PURPOSE / ROLE:** Please see below  
**QUALIFICATIONS:** Please see below  
**ACADEMIC YEAR:** 2022/2023  
**CONTRACT DATE:** August 22, 2022 through May 05, 2023  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

#### Student **Ambassador Position Description**

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