POSITION TITLE: Student Ambassador/Work Study

BASIC FUNCTION: Student Ambassadors are responsible for representing Cleary University to prospective students and their families. Admissions Ambassadors work closely with Admissions Staff to offer a current student's perspective of the academic, extra-curricular, and social life at Cleary University. Admissions Ambassadors are the most visible student leaders of the campus to visitors. As an Admissions Ambassador, students develop communication and presentation skills, learn about the institute, and take an active part in ensuring the future of Cleary University.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

1. Welcome visitors to the university by working at the reception desk and answering incoming phone calls
2. Process incoming official admissions documents (transcripts, essays, resumes, DD214, exc.)
3. Lead daily tours and provide information about Cleary University from a student perspective
4. Other opportunities include participating in online chats, tele-counseling with prospective students, speaking on student panels, and working with Admissions Representatives to recruit students
5. Participate in recruiting and campus events with the admissions team
6. Perform routine office administrative work (filing, collating, photocopying etc…)

SUPERVISES: No supervision responsibility

SUPERVISED BY: Assistant Director of Admissions

MINIMUM REQUIREMENTS:
- Outgoing and enjoy public speaking
- Desire to assist prospective students in understanding what Cleary University is all about
- Great communication skills with parents and prospective students
- Attend and participate in all training and development sessions
- Must be dependable and prompt
- Computer proficiency is essential

TO APPLY: Contact Cassie Tarnowski, Assistant Director of Admissions Ctarnowski@cleary.edu

AVAILABLE: 4/1/16