

2018-19 AMBASSADOR PROGRAM JOB ANNOUNCEMENT & DESCRIPTION



The Ambassador Program is the University of Oregon's primary student recruitment team. The program's staff of current students recruits prospective students through campus tours, open house events, phone calls, and off-site fairs and receptions. Often serving as the first contact prospective students have with the UO, Ambassadors act as the UO's public face, representing what it means to be a Duck to a large and varied audience.

Ambassadors give campus tours to visitors, staff the Ford Alumni Center Information Desk, and act as a student representative at recruitment events when needed. Duties also include referring questions to appropriate departments, staffing Duck Preview/Duck Days events, serving on student panels, and other duties as assigned.

Qualifications:

Qualified applicants are undergraduate students, carry a minimum of 8 academic credits, are well-rounded individuals, and can speak to their experience in multiple areas of campus life. Strong candidates will possess:

- Excellent written and oral communication skills
- The ability to effectively present the positive attributes of the University of Oregon
- Initiative, dependability, discipline, creativity, responsiveness, open-mindedness, and self-confidence
- The ability to work well with others in a team environment
- Efficient time management skills
- A broad base of campus knowledge and involvement with various campus services and resources (preferred, but not required)

Remuneration:

Ambassadors will be paid \$12.25/hour. Ambassadors fluent in a second language will earn \$13.05/hour.

Important Required Dates:

Candidates must be able to commit to working from September 4th, 2018 to June 17, 2019, especially the following large-scale special events: Ambassador Retreat and Training (September dates TBD), Week of Welcome (September 21-24), Duck Preview (October 12, 19, November 2, 16), Duck Days (March 8, 15, 22, April 5, 19, 26), additional events for Multicultural recruiters (TBD).

Application Procedure:

The application is available at orientation.uoregon.edu/student-jobs and is due **Monday, April 30th, 2018 at 7:59 AM**. You will be asked to answer the following questions in 350 words or less:

- List your top 3 college choices and describe how you ultimately chose the University of Oregon over the others.
- Tell us any unique story about your UO experience.
- Hundreds of UO students apply for this position annually; beyond how much you love the UO, tell us what sets you apart.