



2019-20 AMBASSADOR PROGRAM POSITION 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, and off-campus 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.

Summary of Duties:

Ambassadors give campus tours to visitors, staff large-scale visit events, and act as a student representative at off-campus recruitment events when needed. Duties also include serving on student panels, staffing the Ford Alumni Center Information Desk, referring questions to appropriate departments, 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 \$12.83/hour. Ambassadors fluent in a language other than English will earn \$13.63/hour.

Important Required Dates:

Candidates must be able to work from January 6, 2020 to June 12, 2020, especially the following mandatory events: Ambassador Training (every Friday in January/February), Ambassador Staff Meetings, Duck Days (March 6, 13, 20 and April 3, 10, 17, 24), Spring Break (choose first or second half), Just for Juniors (April 4, 18, 25 and June 6), additional multicultural recruiter events (if applicable). Preference will be given to those who can continue working throughout summer.

Application Procedure:

The application form is available at orientation.uoregon.edu/jobs. The application is due **Friday, November 22nd at 7:59 a.m.**

STUDENT ORIENTATION PROGRAMS

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