

# 2017-18 **AMBASSADOR PROGRAM**

## **JOB ANNOUNCEMENT & DESCRIPTION**



Ambassadors will staff the Ford Alumni Information Desk, give campus tours to visitors, call admitted students and act as a student representative at off-site recruitment events when needed. Duties also include asking and answering questions, referring questions to appropriate departments, working Duck Preview and Duck Days events, ensuring the accuracy of information given, and other duties as assigned. Our program is in the process of constant change and growth. Ambassadors are expected to be comfortable with change.

### **Application Procedure:**

The application is [available online](#) and is due **November 17, 2017 at 11:59 PM**.

You will be asked to answer the following questions in 350 words or less:

- 1) List your top 3 college choices and describe how you ultimately chose the University of Oregon over the others.
- 2) Tell us ANY UNIQUE story about your UO experience.
- 3) Nearly 250 UO students apply for this position annually; beyond how much you love the UO, tell us what sets you apart.

### **Qualifications:**

Qualified applicants are undergraduate students, carrying 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; and
- A broad base of campus knowledge and involvement with various campus services and resources is preferred but not required.

### **Remuneration:**

Ambassadors will be paid \$11.65/hr. Ambassadors fluent in a second language will earn \$12.455/hr.

### **Required Program Dates:**

Candidates *must be able* to commit to working from September 5, 2017 to June 18, 2018 and the following:

### **Required Events and Tour Assignments:**

- Duck Preview: (*All Fridays*): October 13 & 20 and November 3 & 17
- Duck Days (*All Fridays*): March 9, 16, & 23 and April 6, 20, & 27

- Oregon Reception: one event TBA
- First or second half of Spring Break
- Winter tours as needed

### **Required Training Dates:**

- Staff Retreat: September 5-7
- Paid Staff Training: September 7-9, 11-15

#### **STUDENT ORIENTATION PROGRAMS**

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