Position Title: Admissions Student Ambassador

Work Schedule: Up to 10 hours per week (September - May)
Up to 20 hours per week (during breaks and June - August)
May require evening and weekend work

Hourly Rate: $16/hour

Position Description
Student ambassadors are a vital part of the Iliff community. As representatives of Iliff, student ambassadors act as an integral first point-of-contact for prospective students. Ambassadors represent Iliff and engage with prospective students by providing campus tours, participating in on-campus, off-campus, and virtual recruitment events, email correspondence, and phone outreach.

Duties
- Lead on-campus tours, classroom visits, and lunch conversations with prospective students.
- Manage a portfolio of prospective students in collaboration with the Admissions team to support their admissions journey by answering questions about your experience and offering encouragement and motivation.
- Correspond with prospective students via email, phone, text, video conferencing, and in-person communications.
- Participate in targeted phone-a-thons.

Experience and Background
- Must be a currently enrolled Iliff student in satisfactory academic standing with federal work-study eligibility.
- Strong interpersonal and communication skills
- Professional written communications
- Technology savvy
- Previous customer-facing and customer-centered work.
- Professional office work environment experience
- Reliable: You always show up.
- Accountable: You complete tasks on-time and keep others informed on your progress.
- Proactive: You are always looking for ways to improve systems and processes
to become more efficient and effective.

- **Flexible**: You are adaptable to change, in fact, you expect and thrive in high-pressure environments.
- **Committed to the tenets of equity, diversity, and inclusion.**
- **Positive**: You bring forward-thinking and a can-do attitude, energy, and presence