Position Title	Student Ambassador - Admissions		
Date Updated	6/10/21		
Dept Name	Admissions	Dept #	560
Contact	Sr. Grad/Sem Enrollment Counselor	Email	heidivanderpan@multnomah.edu
Weekly Hours	10 -15		
Primary Physical Working Conditions	Cubicle	Primary Location	Portland Campus
Position Summary	Provide assistance to the Admissions office through contact with prospective undergraduate students and attend to visitors at the Reception desk		

Responsibilities

Provide a friendly and welcoming atmosphere for visitors

Actively recruit prospective students through outreach by phone, email, text, mail, and online chat

Proactively and thoughtfully assist with office projects

Give campus tours, assist with campus visit events and local travel

Work collaboratively with other University employees and students

Practice professional behavior in email, phone, and written communication

General office support such as data entry, receptionist duties and filing

Data entry: assist with processing of inquiries from prospective students and other constituents

Other duties as assigned

Qualifications

Deep knowledge and love for Multnomah University

Strong interpersonal skills

Strong written and verbal communication skills

Proficiency with computers, including Word, Outlook, Excel for general data entry

Preferred: Student with 1-2 semesters of experience as a student

Comfortable speaking to a diverse range of people in person and over the phone

General Expectations for all Student Employees

Good Communication with Co-Workers, Supervisor and the Admissions Team

Great customer service

Follow through on tasks and attention to detail

Manage time well and prioritize assigned tasks

Punctuality and attendance

Eligibility / Restrictions

Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks

Must be enrolled at least half-time to be eligible for this position

Apply

Online Application

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