



Student Employee Job Description

Position Title	Student Ambassador - Admissions		
Date Updated	8/6/22		
Dept Name	Admissions	Dept #	560
Contact	Director of Admissions	Email	carlieshoup@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](#)

Contact Director of Admissions

Email carlieshoup@multnomah.edu