

ADMISSION AMBASSADOR

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Admission Ambassadors are the 'Face of Knox' and serve as representatives of Knox College to prospective students, their families, and other campus visitors. Interactions with current students have a huge impact on college decision making, which means you have a huge impact on everyone that comes through our doors. Tours of campus can be physically demanding, so you must be able to walk and talk for an hour. You'll be interacting with prospective students in a variety of in-person and virtual avenues. Strong communication and interpersonal skills are a must! If you're excited about sharing your college experience and have a passion for changing lives, apply for the "happiest job on campus!"

Responsibilities:

- Ambassador role will begin during the spring term with training, tour shadowing, and assistance with recruitment activities. Additional training will take place just before the start of new student orientation in the fall.
- New ambassadors must also successfully complete IDIS 130: Introduction to Leadership course (.5 credit) during the spring term.
- Attend monthly admission ambassador meetings, starting spring term.
- Greet prospective students and other visitors and provide exceptional hospitality as you cover the reception desk. Ensure each visitor has a memorable experience.
- Engage prospective students and families on a personal level during information sessions and campus tours, in the Welcome Center, on the phone, via email or social media, and other recruitment campaigns. Provide reviews of Knox and represent Knox on third-party websites.
- Convey stories of the Knox experience and the value of a Knox education with responsible honesty.

- Send personalized follow-up communication to visitors after tours.
- Volunteer to be an overnight host for prospective students each term.
- Be available to work during on-campus admission events.
- Assist with training of the admission ambassador team as needed.
- Adhere to standards of confidentiality and professionalism set forth by the Admission Office.

Characteristics:

- Be able to relate to a variety of audiences, and work well with others. Appreciate and embrace a diverse and inclusive community.
- Demonstrate strong management skills. Be an effective communicator and can think quickly on his/her feet. Must be flexible and a quick decision maker.
- Possess a general knowledge of Knox academic programs, campus life, and student services. Be well informed about campus activities, current campus news, and what the city of Galesburg has to offer.
- Be an active member of the campus community, participating in campus events, organizations, athletics, and/or other activities.
- Be a full-time student at Knox College during the selection process and for the duration of employment.
- Maintain good academic and social standing.
- Demonstrate a strong commitment to the goals, missions, and values of Knox College and the Admission Office. Each Ambassador must abide by professional and ethical standards of conduct, including all Knox College policies.

Compensation:

- Admission Ambassadors will be paid at the hourly minimum wage and work up to 10 hours per week.