

ADMISSION STUDENT ENGAGEMENT 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.

Student Engagement Ambassadors play a critical role in recruiting and maintaining a large but selective and diverse pool of volunteers. The Student Engagement Ambassador team will help coordinate and prepare volunteers to welcome prospective students and their families into the Knox community. Student Engagement Ambassadors assist and support the daily visit program as well as special events, such as open houses, group visits, and hometown high school visits. Student Engagement Ambassadors assume a position of leadership among their peers; the strength of our volunteer pool results from the training and support provided by the Student Engagement Ambassador team.

Responsibilities:

- Student Engagement 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.
- Recruit and coordinate student volunteers. Ensure visibility and recognition of volunteers through creation of programs or systems that meet Knox guidelines. Create excitement about assisting us with recruiting students.
- Organize and schedule volunteers for events or visit needs. Provide support and direction to volunteers through both written and verbal communication.
- Create and implement new recruiting ideas or programs in partnership with visit program staff.
- Assist with overnight check ins as needed and maintain overnight supplies inventory. Assist the visit program with clerical work, social media, reception desk coverage and daily tasks.

- Engage prospective students and families on a personal level in the Admission Office. Participate in info sessions, adding personal experience and stories. Give tours to visitors or campus job candidates as needed.
- 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 a passionate, outgoing, self-starter. Possess excellent leadership and organizational/planning skills.
- Be an effective communicator and relate well with others. Appreciate and embrace a diverse population.
- Be able to work under pressure in a fast-paced and ever-changing environment.
- Collaborate well with others.
- Enjoy creative thinking--problem solving, suggesting and following through with new initiatives, etc.
- Work comfortably with (and/or willing to learn) Google Docs, Microsoft Office Suite, Excel, File Maker, etc.
- Maintain good academic and social standing at Knox College for the entire academic year.
- 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:

- Student Engagement Coordinators will be paid at the hourly minimum wage and work up to 10 hours per week.