



## Student Ambassador Job Description

**Job Title:** Student Ambassador  
**Job Class:** Casual Labor  
**Department:** Student Services  
**Reports To:** Director of Enrollment and Financial Aid  
**FLSA Status:** Non-Exempt  
**Approved By:** Vice President of Institutional Advancement  
**Approved Date:** April 25, 2019

### I. Position Purpose

Assists the Student Services Office with a variety of tasks to assist in the recruitment and retention of students. Performs other related job duties or responsibilities as requested or required.

### II. Duties and Responsibilities

- Provides campus tours for guests, prospective students, and families.
- Assists the Student Services staff with public relations functions such as mailings, compiling information packets, answering the telephone, and taking student identification card photos.
- Participates in college activities such as visit days, information sessions, graduation ceremonies, and new student orientation.
- Interacts with internal and external customers via phone and in-person in a professional and enthusiastic manner.
- Other duties as assigned

### III. Qualifications - Education, Experience, and Skills

- Must be a current Washington State Community College student
- Maintains confidentiality
- Excellent communication skills (written and verbal)
- Strong technology skills including database and spreadsheets
- Ability to follow directions, complete assigned projects with minimal supervision, prioritize tasks, multitask, maintain accurate records and files, complete tasks under strict deadlines, and analyze and resolve complex problems and situations
- Ability to analyze data, solve problems, and make timely decisions within the scope of the duties of the position
- Demonstrates professionalism and behaves in accordance with the college's mission, goals, and values
- Exhibits flexibility and willingness to learn
- Ability to cope with stressful circumstances and to cordially interact with people to accomplish tasks
- Exhibits a willingness to assume additional duties; seeks the guidance of supervisor prior to beginning an unfamiliar assignment
- Knowledge of and ability to effectively use modern office equipment, technology, and software

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*