

Work-Study Position: Student Ambassador & Tour Guide

Department: Admissions

Positions Available: 5

Funding: Work-study and/or departmental funds

The Admissions Office is seeking motivated student workers to support daily operations and serve as ambassadors for the college. This role includes clerical responsibilities, student support, peer outreach, and conducting in-person campus tours. Training will be provided.

Key Responsibilities

- Front-office support — greet visitors, assist with application completion, and provide guidance to prospective and new students in person, by phone, email, or chat.
- Administrative tasks — data entry, filing, preparing information packets, and completing other assigned office duties.
- Campus tours — lead tours for prospective students, families, and campus guests; represent the college with professionalism and enthusiasm.
- Event representation — serve as an Admissions ambassador at campus events; some evening hours may be required.

Qualifications

- Strong communication skills — ability to engage confidently and courteously with diverse students, staff, and faculty.
- Technical proficiency — familiarity with Microsoft Word, Excel, and PowerPoint; comfort using Zoom, Moodle, and Online Services.
- Attention to detail — accuracy in clerical work and data entry.
- Organizational ability — capable of multitasking and working independently when needed.
- Professionalism & enthusiasm — positive attitude and willingness to learn.

Contact:

Admissions and Onboarding

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