



Student Ambassador Employment Job Posting

Department: Enrollment Center

Immediate Supervisor: Daniel Nosce

Hours required of this position per week: 20

Skills required and responsibilities:

- Lead applicant webinars, panels and informational sessions
- Connect one-on-one with applicants who have questions
- Host tours (both virtual and in person)
- Engage the correct teams where appropriate
- Participate in recruitment events (Open Houses, New Student Orientation and Discover Days and other recruiting events)
- Educate future students on the quality educational experience offered at Lewis & Clark Community College

Qualifications

- Must be an enrolled student at Lewis & Clark with a 2.7 GPA or higher
- Statement of Intent
- Never have been found in violation of the student Code of Conduct
- Adhere to policies in the Student Handbook
- One - two years general office experience preferred
- Excellent written and verbal communications skills
- Ability to relate and communicate with prospective students in one-on-one and group settings
- Ability to maintain a high degree of professionalism
- Must be a team player, be flexible, and be a good listener with a high level of patience
- Ability to multi-task, prioritize workload

Student Work Study Employment offers students the opportunity to work while attending courses at Lewis and Clark Community College.

Applications for this position should be submitted to Kathie Allen in the Financial Aid Department located in BA 2450.