

Job Summary:

Working as a member of the Enrollment Management Services Team, this position will require the development and execution of recruitment and admissions activities to reach target markets generate leads and respond to inquiries. Successful applicants will process prospective student inquiries and application through the complete admissions process.

Expectations:

- Twelve hours per week (192 hours per semester), 6 plus hours in office and up to 6 hours flex
- Must be a registered fulltime student (12 units or more)
- Must have a car and valid insurance
- Must maintain a 3.0 GPA or higher prior to and throughout service as Ambassador
- Flexible schedule depending on a variety of primarily Cogswell-related needs
- High willingness to take direction and be successful at your job

Job Description:

- Give campus tours
- Assist with Cogswell Open Houses
- Give tours of housing and local area
- Assist with Orientation for New Students
- Contribute extensively to the follow up call to inquiries (25 calls per recruiter)
- Initiate campus tours, receptions, and participate in recruitment efforts
- Enter data into CAMS
- Develop and maintain a close working relationship with various departments and organizations on campus
- Provide one-on-one meetings, phone, and email communicating to potential students
- Serve as liaison between the College and its various communities, to enhance the College's image
- Provide accurate information about the College, be professional but always be cheerful and courteous
- Other duties as assigned

Compensation:

- Tuition reimbursement scholarship (Distributed by Financial Aid Department)

**Application for
Student Ambassador Position**

Please complete this application and return it to Kristan Levine or Bill Souza in the Campus Service Center. If a position is available, you will be contacted for an interview. Interviews include a 20 minute tour of the building.

Today's Date: _____

First Name: _____ Last Name: _____

Address: _____

City/State/ Zip: _____

Phone Number(s): _____

Class Standing: _____ GPA _____

I. Work Experience (volunteer or paid) You may attach a current resume instead.

Employer and Address	Dates	Brief description of responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Leadership experience. List leadership experience you have had (ASB, camp counselor, club officer, supervisor, etc.).

III. Activities

- A. In what activities are you currently involved (include part time work, internships clubs, etc.)?

- B. What activities (aside from the Ambassador position) do you foresee being involved in next year? Keep in mind that Ambassadors are required to work 12 hours per week and maintain a 3.0 GPA.

IV. Essays: (please type or print) Since quality and not quantity is essential, be concise in your responses. Please limit your answers to the space allotted.

- A. Why would you be an excellent candidate for the Ambassador position?
What skills do you bring to the position?

B. What are the top 3 questions you think prospective students have about Cogswell? And how would you answer them?

C. Why do you think a student should attend Cogswell?

- D.** If you could change one thing about Cogswell, what would it be? How would you make it happen?

V. Recommendations: Please list the following information for two individuals whom the Selection Committee will contact for recommendations. They can be from an employer, faculty member, RA ...someone who can speak to your qualifications.

	Name	Title	Phone #
1.	_____		
2.	_____		

VI. *Release of GPA: I, the undersigned, give permission for my cumulative, quarter GPA and academic standing to be released to the selection committee for verification purposes.

Signature

Date

Non-Discrimination Statement

It is the commitment of the College to provide a learning environment which is supportive of diversity and is sensitive to the needs of all students. This environment is characterized by non-discrimination and equal opportunities for all persons irrespective of race, sex, religion, age, disability, national origin, sexual orientation or ancestry.