

Lead Student Ambassador Position Posting

We are currently hiring a Lead Student Ambassador for the Fall 2018 – Spring 2019 school year. The goal of the Student Ambassadors is to follow up with and educate prospective students, families, school groups and the general public on the programs, resources and student life at Peninsula College.

Application Deadline: June 1, 2018 at 5 p.m.

Period of Employment: Fall 2018-Spring 2019

Hours:

- An average of 12 office hours per week but no more than 19.
- Some weekends and evenings required.
- Weekly Recruitment staff meetings.
- Various hours representing Peninsula College at recruiting events.

Salary: \$13.29 per hour

Requirements:

- Current full-time student in good academic standing (minimum 2.8 GPA).
Enrollment in Basic Education for Adults counts toward this requirement.
- Position has a one-year commitment (Fall 2018-Spring 2019)
- Age 18 or older
- Flexible Availability

Contact:

Sara Rinearson
Student Recruitment Coordinator
Recruitment Office, D105
(360) 417-6471 or srinearson@pencol.edu

Responsibilities:

- Independently utilize Customer Relations Management software (Jazz) and the Student Management System (SMS) to input, track, and follow-up with prospective student information requests.
- Correspond via phone, email and text with current and prospective students regarding visitation opportunities.
- Assist with arranging on-campus visit itineraries for prospective students, community members, and college partners.
- Coordinate and conduct guided campus tours, both scheduled and unscheduled for individuals and groups.
- Coordinate and assist in student recruitment efforts.

- Assist with ordering and inventorying promotional materials.
- Coordinate and assist with events organized by various Peninsula College departments.
- Attend weekly Recruitment staff meetings.
- Participate in local high school outreach and recruitment events.
- Work college booths at college fairs.
- Assist with a variety of office-related tasks.
- All other duties as assigned by the Recruitment Coordinator

Preferred Qualifications

- Current full-time student in good academic standing (minimum 2.8 GPA).
- Age 18 or older.
- Exhibit leadership, initiative, reliability, discipline and self-confidence.
- Demonstrate strong communication skills (written and verbal).
- Exhibit strong interpersonal skills.
- Ability to effectively and positively represent Peninsula College.
- Commitment to promoting diversity.
- Well-rounded academic and co-curricular experiences.
- Flexible availability (particularly during summer and quarter breaks).
- Must be able to effectively lead campus tours; including leading consecutive tours and during all weather conditions.
- Must be able to lift 25+ lbs.
- Familiar with Microsoft Office Products: Word/Excel preferred.

Note: Due to the high expectations and time commitment of students employed with the student Ambassadors and Associate Student Council (ASC) members of Peninsula College, employment is limited to one of the two programs.