

# Lead Student Ambassador Position Posting

We are currently hiring a Lead Student Ambassador for the summer 2021 – spring 2022 school year. The primary responsibility of the Student Ambassadors is to follow up with and educate prospective students, families, school groups and the public on the programs, resources and student life at Peninsula College.

**Application Deadline:** July 1, 2021

**Period of Employment:** Summer 2021-Spring 2022

## 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 (including online or virtual events).

**Salary:** \$15.74 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 (Summer/Fall 2021-Spring 2022)
- Age 18 or older
- Flexible Availability

## Contact:

Katharyn Autrey  
Student Recruitment Manager  
Recruitment Office, D219  
(360) 417-6471 or [kautrey@pencol.edu](mailto:kautrey@pencol.edu)

## Responsibilities:

- Independently utilize Customer Relations Management software (Azorus) and the Student Management System (CtcLink) to input, track, and follow-up with prospective student information requests via phone, email, or text.
- Correspond frequently via phone, email and text with current and prospective students regarding admissions, enrollment and/or other opportunities.
- Assist with arranging on-campus/virtual 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 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 in-person or virtual college fairs.
- Assist with a variety of office-related tasks.
- All other duties as assigned by the Recruitment Manager.

### **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 at all times.
- 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 (in-person or virtual); 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.**