

Roger Williams University

Office of Admissions

Title: Admission Ambassador

Department: Office of Undergraduate Admission

Reports to: Associate Director of Admission

Rate of Pay: \$10.50/Hour

Job Summary:

As an Admission Ambassador, you will assist the Office of Admissions with office work, tours, counselor projects, event tasks, and all other related activities.

Summary of Essential Job Functions:

- Work required Admissions events (Accepted Student Days, Open Houses)
- Handle phone inquiries
- Assist counselors and staff with office projects
- Prepare mailings
- Process incoming mail
- Check the office voice mail
- Must be in good standing with Student Conduct & Community Standards
- Committed to RWU, its missions and values
- Desire to learn more about RWU, its programs and resources
- Exhibit a desire to learn more about oneself and others

Job Expectations:

- Maintain professional standards at all times while representing Roger Williams University as an Admission Ambassador
- Respect all student co-workers, staff, faculty, current students and any other members of the Roger Williams University community and beyond
- Commit to assigned work hours
- Maintain a high level of honesty, trustworthiness and confidentiality
- Promote Roger Williams University in a positive and enthusiastic light
- Maintain a minimum 2.5 GPA

Requirements:

Events:

- Fall Open Houses – TBD
- Accepted Student Days – TBD
- Spring Open Houses – TBD

Admission Ambassador

Student Expectations

As a Roger Williams University Student Admission employee, your responsibilities include but are not limited to:

- Respect the confidentiality of the Office of Admission
- Respect each other and the rest of the Admission staff
- Read, comprehend, and agree to all policies and procedures outlined within the Student Employee Handbook (To be distributed at training)
- Attend all mandatory trainings
- Work scheduled hours
 - If unable to work scheduled hours you must find a replacement in addition to notifying a supervisor (*see attendance policy*)
 - If you are going to be late you must also notify us (*see attendance policy*).
- Work all required on-campus admission events
- Do any work that is assigned to you and provide a project status update upon leaving your shift
- Keep conversations office appropriate
- Dress appropriately (*see dress code policy*)
- Abstain from the use of cell phones, laptops or headphones while working in the office and at events

- Read the Weekly Office Update sent to your RWU Gmail account along with all other communications sent from Admission and be responsible for all information
- Remain in good academic standing
- Maintain a clear judicial record
- Direct all concerns to Heather

Roger Williams University Office of Admission
Admission Ambassador Application

Please print and be sure to complete each section of the application.

DATE: _____

PERSONAL INFORMATION

NAME: _____ NICKNAME:

RWU EMAIL:

PERMANENT

ADDRESS: _____

(Zip) (Street) (City) (State)

CELL PHONE: _____ HOME PHONE:

DATE OF BIRTH: _____

ACADEMIC STATUS AT TIME OF APPLICATION

RWU GRADUATION YEAR: _____

MAJOR(S): _____ MINOR(S):

Have you been awarded work study? YES_____

NO_____

If yes, will you use it for this position? YES_____ NO_____

Do you know someone who currently works in the office? If yes, please list the person and how you know them.

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ANTICIPATED EXTRA-CURRICULAR AND WORK INVOLVEMENTS FOR FALL 2019

Please list extra-curricular activities and outside employment for the next year.

Activity/Work _____
Hrs./week_____

Activity/Work _____
Hrs./week_____

Activity/Work _____
Hrs./week_____

ESSAY

On a separate piece of paper please respond to the following essay prompt.

Please describe how you feel a campus tour impacts a student's decision to apply/attend a university and why you feel you would make a great tour guide.

RESUME

Please attach a current resume with all past and present work experience and involvement with clubs, organizations, athletics and leadership.

Roger Williams University Office of Admission Admission Ambassador Application

ACKNOWLEDGEMENT

I, _____, have read the Admission Ambassador job description and I understand the Admission Ambassador position requires the ability to meet weekday and weeknight schedules and the ability to attend all training sessions.

Signature

Date

Please remit completed applications with supplemental items via:

Email to Heather Schramm at hschramm@rwu.edu

Fax to Heather Schramm at 401.254.3557

Mail to: Roger Williams University
ATTN: Heather Schramm
1 Old Ferry Road
Bristol, RI 02809