OPEN POSITION: Graduate Student Ambassador

Position Requirements: (2) Part-Time Ambassadors needed in Morgridge Office of Admissions

Work Commitment: Part time, or 10-15 hours per week.

Pay and Benefits: This position does not offer tuition waivers. Compensation is $15/hour.

Supervisor: Sarah Blizzard, Admissions Counselor

JOB DUTIES:

1) Telecounseling: Calling prospective students to collect academic and demographic information, provide admissions information and build interest in the Morgridge College of Education graduate programs.
2) Daily Visits: Participate in daily prospective student visits. Facilitate campus tours and offer informal question and answer sessions over lunch.
3) Morgridge Events: Participate in events such as “Meet Us @ Morgridge,” “Students of Color Reception,” Interview Days, and webinars
4) Other Responsibilities: as assigned

Required Qualifications:
- Education: Must be a current DU Morgridge College of Education student.
- Students will be required to have a flexible schedule and be prepared to work some evenings
- Outstanding verbal and written communication, practicing good phone etiquette (Preferred: communication or public speaking skills)
- Availability to communicate with prospective students via email (inquiries), phone, and in-person (campus tour/info session) during the academic school year
- Availability to attend meetings, trainings, and other activities
- Exude enthusiasm for your experience as a student within your program, MCE, and at DU
- Ability to maintain a high level of confidentiality and professionalism
- Students should be self-motivated and have the ability to work independently as well as part of a team

TO APPLY: If you meet the desired qualifications and would like to apply, please send an email with professional letter of application and your resume or CV to Sarah Blizzard at Sarah.Blizzard@du.edu.

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Please submit your materials before May 29, 2015 in order to be given full consideration. Preference will be given to incoming students. Interviews may be conducted in person or via Skype for out of town students.