

Job Description

Carroll University
ADMISSION OFFICE
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Admission ambassadors are undergraduate students hand-picked for jobs in the admission office. When a prospective student and his/her family arrive for a visit, the admission office in Voorhees Hall is usually their first destination. Soon after checking in, visitors meet an admission ambassador who will help make their campus visit enjoyable and educational.
- Admission ambassadors perform a wide variety of tasks to help the admission office run smoothly. They help with mass and personal mailing projects, make phone calls to prospective students, help coordinate campus visits, and conduct campus tours for prospective students and their families. The student ambassadors are well trained in all aspects of their jobs. To qualify as a tour guide, for example, they attend a three-hour training session the first week of fall classes. They must read and retain information in a training manual, pass a 25-question written test that addresses questions commonly asked by visiting families, conduct practice tours, and be certified by an admission counselor as a qualified tour guide.
- Admission ambassadors are often influential in helping prospective students and their families decide whether Carroll might be a good fit. Tour groups are kept small and the hour-long tour is a time for conversation between the student guide and visitors. Tour guides share their own experiences in selecting Carroll and their perspectives as Carroll students, both of which can be helpful to visitors.

Job Qualifications:

- Knowledge of Carroll
- Friendly
- Detail oriented
- Positive attitude
- Willingness to learn
- Responsible and prompt
- Able to work alone or in a team
- Good, clear speaking voice
- Outstanding work ethic
- Computer literate

Supervisor:

- Amanda Delaney
262-524-7219