College Ambassador – Job Description

BASIC FUNCTIONS AND RESPONSIBILITIES

Assist Recruitment Team with generating college enrollment by recruiting individual prospects (all populations) to become FVTC applicants.

ESSENTIAL JOB FUNCTIONS

1. Engage prospective students and their influencers in productive conversations- in person, on campus and/or off campus.
2. Consult with internal instructional departments to develop strategies and tactics to recruit for their programs and services.
3. Provide information to prospective students, and assist with the admissions process.
4. Assist with annual Open Houses, Discovery Days and other special events.
5. Actively collaborate as a member of the student recruitment team and its work activities.
6. Demonstrate a commitment to the college’s values of excellence, respect, and integrity.
7. Other duties as assigned by the Recruitment staff.

SUPERVISION RECEIVED

Student Recruitment Team

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Enrolled in Fox Valley Technical College.
2. Maintain a 3.0 grade point average or higher.
3. One-year customer service experience preferred.
4. Demonstrated experience in working with a diverse population is required.
5. Proficient English language skills - both speaking and writing, to communicate effectively and persuasively with a variety of audiences.
6. Flexibility in work schedule is required to include occasional evenings or Saturdays.
7. Ability to access and utilize email/internet.

ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE, AND PERSONAL CHARACTERISTICS

1. Demonstrate ethical conduct in all aspects of the work environment.
2. Exceptional customer service skills and the ability to maintain an excellent working relationship with internal and external customers.
3. Excellent oral and written communication skills, as well as good listening skills.
4. Ability to identify needed action without continual direction.
5. Excellent organizational skills and ability to work under pressure.
7. Demonstrate a positive attitude, maturity, initiative and integrity with a professional image contributing to the success of the college.
8. Work effectively in a team environment.
9. Ability to maintain confidentiality and professionalism.
10. Dependable, punctual, and commitment to following through on tasks.
11. Ability to work independently and within a team environment.
12. Ability to maintain composure and poise during conflict situations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.