2008–9 AMBASSADOR PROGRAM
AMBASSADOR JOB DESCRIPTION
STUDENT ORIENTATION PROGRAMS

Mission Statement:
It is the mission of Student Orientation Programs to introduce new and prospective students and their families to the university’s intellectual climate. In addition, we seek to improve the quality of the new student experience by providing assistance with academic, personal, and social adjustments to the university, demonstrating the University of Oregon’s commitment to teaching, learning, and scholarship.

Summary of the Ambassador Program:
The Ambassador Program combines two of the most effective and well-received recruitment tools at the University of Oregon. The program uses an elite staff of current students to recruit prospective students. Ambassadors are often the first contact prospective students have with the UO; they serve as a very important representative of the university.

Summary of Duties:
Ambassadors will call prospective students, give campus tours to visitors, and act as a student representative at off-site recruitment events when needed. Duties also include asking and answering questions, referring questions to appropriate departments, staffing the Tour & Information Booth in Oregon Hall, and ensuring the accuracy of information given.

Required Program Dates:
Members of the 2008-9 Ambassador Staff will serve in this capacity and must be able to commit to working from September 11, 2008 to June 13, 2009 and the following:

General Required Job Duties:
- Six self-selected calling hours each week during academic terms
- One regular campus tour
- Special Tours as needed
- Bi-monthly staff meetings

Required Events and Tour Assignments:
- Duck Preview: Saturday, October 18
- Duck Days: March 6, 13, 20 and April 14, 24
- Oregon Nights: one event TBA
- Winter Break tours
- Spring Break tours

Required Training Dates:
- Staff Retreat: September 11-12
- Campus Resource Training: September 15-16
- Tour Training: September 17-19
- Additional Training: September 22-23

Other Shifts Available:
- Week of Welcome: September 24-28
- Connections: dates TBA during academic terms
- Embracing the Future: date TBA, spring term
- University Commencement: Saturday, June 13
- Off Campus Recruitment Events: dates TBA
Qualifications and Selection Criteria:
Qualified applicants are undergraduate students, carrying a minimum of 8 academic credits, are well-rounded individuals and can speak to their experience in multiple areas of campus life.
Strong candidates will possess:
- Excellent written and oral communication skills;
- The ability to effectively present the positive attributes of the University of Oregon;
- Initiative, dependability, discipline, creativity, responsiveness, open-mindedness and self-confidence; and
- The ability to work well with others in a team environment.
A broad base of campus knowledge and involvement with various campus services and resources is preferred but not required.

Remuneration:
Ambassadors will be paid $8.50/hr.

Application Procedure:
Completed applications must include the completed application cover sheet, typed responses to all application questions, a résumé and the completed recommendation form. Applications must be submitted to Student Orientation Programs, 465 Oregon Hall, no later than Monday, May 5, 2008 by 5:00 pm. Questions may be directed to 346-1274.

The UO is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. This publication will be made available in accessible formats upon request by calling 346-1274 or by emailing ambass@uoregon.edu.