



2009–10 AMBASSADOR PROGRAM
MULTICULTURAL RECRUITER–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 students and their families, 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.

Ambassador Program Multicultural Recruiters:

While maintaining the same duties as general Ambassadors, these students will specifically focus their recruitment efforts for traditionally under-represented student populations. These students should have knowledge of multicultural recruitment issues and a broad base of involvement with campus services and resources related to cultural diversity. Ambassador-Multicultural Recruiters' primary responsibilities are to assist with the planning and implementation of multicultural events, such as Connections Open Houses and Embracing the Future. They will also staff presentations and give tours for visiting multicultural groups.

Required Dates:

Members of the 2009-10 Ambassador Staff will serve in this capacity and *must be able to* commit to working from September 2, 2009 to June 12, 2009 and the following:

General Required Job Duties:

- Six self-selected calling hours each week during academic terms
- One regular campus tour shift each week
- Special Tours as needed
- Bi-monthly staff meetings
- Weekly MCR staff meetings

Required Events and Tour Assignments:

- Duck Preview: Saturday, October 24
- Duck Days: March 5, 12, 19 & April 2, 16
- Oregon Nights: one event TBA
- Connections: dates TBA
- Embracing the Future: date TBA, spring Term
- Winter & Spring Break Tours

Required Training Dates:

- Staff Retreat: September 2-3
- Campus Resource Training: September 7-8
- Tour Training: September 9-11
- Additional Training: September 14-16

Other Shifts Available:

- Week of Welcome: September 21-28
- University Commencement: June 5
- Off Campus Recruitment Events: dates TBA
- Summer 2009 & 2010 tours

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:

MCRs will be paid \$9.50/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 **Friday, May 1 by 5:00 pm. Questions may be directed to (541)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 (541)346-1274 or by emailing ambass@uoregon.edu.