



2011–12 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 staff the Ford Alumni Information Desk, give campus tours to visitors, call admitted students 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, working Duck Preview and Duck Days events, ensuring the accuracy of information given, and other duties as assigned. Our program is in the process of constant change and growth. Ambassadors are expected to be comfortable with change. Hours and shifts will vary based on need and your class schedule.

Required Program Dates:

In addition to the general duties listed above, members of the 2011-12 Ambassador Staff will serve in this capacity and *must be able* to commit to working from September 6, 2011 to June 16, 2012 and the following:

Required Events and Tour Assignments:

- Duck Preview: Saturday, October 22
- Duck Days: March 9, 16, 23 & April 6, 20
- Oregon Reception: one event TBA
- Winter & Spring Break tours as needed

Required Training Dates:

- Staff Retreat: September 6-8
- Paid Staff Training: September 9, 12-16, 20-23

Other Shifts Available:

- Week of Welcome: September 19-25
- Connections: dates TBA during academic terms
- Embracing the Future: date TBA, spring term
- Assistance at Multicultural Recruitment Events
- University Commencement: Monday, June 18
- Off Campus Recruitment Events: dates TBA
- Summer 2011 & 2012 tours

Summary of Job Duties

Special Tours

Special tours are 'private' tours offered to school groups, families, donors and other programs, upon request to our office. They are scheduled by the Student Directors and are often during times when there is not a regular tour occurring. Ambassadors will be asked to fill special tour requests when asked by the Student Directors, based on their availability.

Duck Preview

Duck Preview is the university's largest recruitment event, with nearly 2,000 guests. Usually held in late October or early November, this event is designed for high school seniors and transfer students who are in the beginning stages of their college search. Duck Preview requires the involvement of a portion of the faculty and staff in each of the university's schools and colleges to share information about the programs that are available to students at the UO. Current student involvement in all aspects of the day's events is vital to the success of the program as well. Ambassadors play a pivotal role in the overall experience of this day, providing campus and housing tours, directing people and answering questions, assisting Directors in various tasks and being a presence at specific presentations. This will be an all day event taking place on Saturday, October 22, 2011.

Duck Days

Duck Days are a series of recruitment events in late winter and early spring terms. These events are designed to fit the needs of three different groups of students: high school seniors who are in the last stages of making their college choice, transfer students who are also in the decision/orientation stage and high school juniors who are getting a head start on their college search. Here again, faculty, staff and student participation from all schools and colleges are all vital to the success of the program. Ambassadors play a central role by staffing check-in, campus tours, and sharing their stories as a student at the UO. There are five Duck Days sessions in 2011: March 9, 16, and 23 April 6 & 20, all of which are on Fridays.

Oregon Receptions

Oregon Receptions are regional recruitment events for the UO where a counselor from the Office of Admissions travels to off-campus locations to present the UO to prospective students and their families. The counselors have regional areas that they travel to, giving local students in those areas an opportunity to speak with UO representatives without traveling to Eugene. Ambassadors play a pivotal role at these events by giving a presentation on the student experience at the UO. This presentation is an essential part of these events, and they leave a lasting impression on the prospective students and parents. There are a couple of opportunities for Ambassadors to sign-up for these events, but most will be selected by a Director. The dates of these events are TBA, and often times will involve an overnight stay in the area, with the majority of them taking place out-of-state.

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;
- The ability to work well with others in a team environment;
- Efficient time management skills; and
- Ability to adapt to change.

A broad base of campus knowledge and involvement with various campus services and resources is preferred but not required.

Remuneration:

Ambassadors will be paid \$9.75/hr. Ambassadors fluent in a second language will earn \$10.00/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 **Wednesday, May 4 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.