



2011–12 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. An elite staff of current students assist in recruiting prospective students and supporting outreach initiatives. 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:

While maintaining some of the same duties as general Ambassadors, MCRs will specifically focus their recruitment efforts for traditionally under-represented student populations. Additionally, MCR positions will offer more flexibility of hours and requirements.

MCRs will be trained to understand multicultural recruitment issues and a broad base of involvement with campus services and resources related to cultural diversity. MCRs primary responsibilities are to assist with the planning and implementation of recruitment events (listed on pages 2-4).

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;
- 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. Students who are fluent in Spanish are especially encouraged to apply.

Remuneration:

MCRs will be paid \$9.75/hr.; MCRs who are fluent in a second language will earn \$10.00/hr.

Required Dates:

In addition to general duties listed above, members of the 2010-11 Ambassador and MCR 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 and April 6, 20
- Connections
- Embracing the Future: date TBA, spring term
- Other events
- Winter & Spring Break Tours as needed

Required Training Dates:

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

Optional Shifts Available:

- Week of Welcome: September 19-23
- University Commencement: Monday, June 18
- Off Campus Recruitment Events: dates TBA
- Summer 2011 & 2012 tours

Multicultural Recruitment Events and Programs

Below are the programs and events that MCRs take part in on behalf of the Student Orientation Programs and the Office of Admissions. They will be assigned as needed.

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 staff member 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 30, 2010. ***Mandatory participation.***

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 11, 18 and April 1, 15 & 22, all of which are on Fridays. ***Mandatory participation; shifts are approximately 1 hour for each Duck Day***

Embracing The Future – This is a recruitment and yield event for admitted applicants who have identified as one or more of our underrepresented target groups. The event is designed to be a celebration of the student's accomplishment and an opportunity to decide if the UO is a top choice for them. ***Mandatory participation. One Saturday, spring term.***

Connections College Visit Programs – Half a day college visit program for high school students across the state. Program is targeted at low-income, first-generation, and ethnically diverse students who are under-represented in higher education. Program is held on Thursdays throughout the school year. *You will be assigned to four.*

Connections Visit and Onsite Admissions Applicants – A special visit program offered for students who attend schools in the onsite program to participate in the Connections program. The goal is to have all of our onsite schools come to campus for a specially designed connections that will focus on classes, majors, and current students. The event will focus on celebrating accomplishments for our onsite students. *You will be assigned to four.*

Community Connections – This is a Saturday visit program targeted at specific Oregon communities. This pilot program began last year with a focus on local Eugene/Springfield Latino Students and their families. The program includes breakout sessions for students and parents as well as live translation for parents who have limited English proficiency.

Oregon Native Education (ONE) Day – Takes place on the UO campus. Students attend workshops on admissions, financial aid, career exploration, storytelling, and Northwest Indian languages and cultural history. Students present about getting involved in campus university clubs and organizations. Event is open to Native American students and those who work in the Native American education community.

Gearing Up For College – Oregon Achievers Challenge – Is a middle school college access program funded by Oregon GEAR-UP. This half day visitation program is designed to encourage 7th and 8th grade students to attend college. There will be two visit programs and a mentoring component. Students will have the opportunity to set academic goals and be recognized in the spring for making grade letter improvements in their core academic subjects.

Onsite Admission Program – This program is targeted at underrepresented groups and occurs in about 30 Oregon high schools (with approx. 200 students participating). An admissions counselor makes 2-3 visits to each of their designated onsite schools during the year. The first visit is to assist students in completing their applications, answer questions, etc. On the second visit, the counselor returns with an admission decision in hand, and brings another student service professional to speak (such as a financial aid counselor). Third visit may include an MCR and a colleague from FYP, Orientation, housing, etc. to talk about next steps. The goal is to increase the number of diverse applicants and admitted students through one-on-one advising.

Salem/Keizer AVID visit series –AVID (college advocacy and preparation program) students in 7th and 8th grade in the Salem/Keizer school district will accompany their parents on a Saturday program at the UO. There are separate programs for students and parents, with some joint activities (lunch, campus tour).

UO Opportunities Program – This group is a collaboration of Undergraduate Studies, Office of Institutional Equity and Diversity, Office of Multicultural Academic Success, Lane ESD, Robert D. Clark Honors College, and the Office of Admissions. The program includes two visits by UO staff and MCRs to the school. Participants learn about the road to college, the admissions process, and support services at the UO. The UO then hosts an open-house program on campus for students and parents.

Reach for Success Program – An early visit program through OMAS, MCRs have participated in several ways, but typically involves presenting to parents regarding admission to college, college preparation, common obstacles, campus tours, etc.

TRiO special visits – These are specifically designed campus visit days for high school and community college students participating in a TRiO program.

East Asian Connections (UOEAC) – Is a pilot program to promote and feature Language and Flagship program immersion opportunities at UO. Program was collaboration with Jessica Laux, our Portland UO Rep, and Amy Harter, the coordinator for the Chinese Flagship program.

SAIL Program – The AO participates in the SAIL Program by doing workshops about college readiness, academic motivation, etc.

Oregon Young Scholars Program – OYSP participants learn about college readiness, application process, essay writing, and other topics.

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.