Beloit College
Student Employment Job Description

Position Title: Admissions Ambassador Coordinator
Hourly Rate: $7.75

Department: Admissions
Supervisor: Pat Walsh

Work Location: Admissions
Account Number: 01-51503-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 3

Work Schedule
A student in this position can expect to work hours per day, 10 hours per week.
The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☑ any day of the week.
Hours are available during the following times of the day: 24/7.

Department/Position Overview
The Office of Admissions is responsible for recruiting students for the College. Gold Key Coordinators oversee our Gold Key Ambassador volunteer program. They train, supervise, and schedule over 250 volunteers who serve as hosts and drivers for prospective students. Coordinators are responsible for managing our student ambassador team with attention to detail, organization, and leadership. Training and scheduling of tour guides, hosts (overnight, evening and/or lunch), and drivers for all visiting prospective students and families is the primary responsibility of this position.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Maintain a volunteer database and communication with volunteers
☒ Recruit, train, and supervise volunteer hosts and drivers
Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Familiarity with specific computer software, listed here: Microsoft Word & Excel

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: prior Gold Key Volunteer and/or Admissions-related experience

☒ Leadership skills and ability to maintain composure and focus in an occasionally fast-paced and stressful environment