Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
<th>Department</th>
<th>Supervisor</th>
<th>Work Location</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIE Study Abroad Program Ambassador</td>
<td>$7.25</td>
<td>Office of International Education</td>
<td>Kathryn Landon</td>
<td>Beloit College Campus</td>
<td>01-10104-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 9

Work Schedule

A student in this position can expect to work varied hours per day, 1 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: Any.

Department/Position Overview

The Study Abroad Program Ambassador is the lead spokesperson and advocate for the Beloit College study abroad program in which they participated. The Ambassador should work closely with the program’s faculty advisor to coordinate outreach and promotion efforts. The Ambassador also staffs the Off-Campus Studies Fair table for their program, and leads discussions on host culture and host institution at the orientation for new students each semester. Ambassadors are responsible for producing a 30-minute PowerPoint presentation to promote their program and to advise students interested in participating.

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

☒ Participate in Admissions events for prospective students, including Autumn Visit, Presidential Scholars Weekend, and Senior Open House.

☒ Staff program table at the Off-campus Studies Fair on September 22, 2011, from 10:30 am to 1:30 pm.

☒ Organize and present at least 2 recruiting sessions per year, in language classes and/or open to the campus. This includes preparing a 30-minute PowerPoint presentation with photographs and information.

☒ Be available to present during Off-Campus Study Information Sessions at the OIE, depending on availability.
Present to new student groups at two orientation sessions per year, including tips for adjusting to the host culture

Other tasks as assigned

**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:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Participation in a Beloit College study abroad program.**