

# WE ARE HIRING STUDENT AMBASSADORS

The College of Business Advising Office is looking for two student ambassadors for Fall 2017. During breaks (Summer, Winter and Spring) there is usually a 40 hour a week opportunity if you are not attending classes. **NOTE:** Due to scheduling of current ambassadors, hours are only guaranteed for Fall 2017. For Winter and Spring 2018, you might receive little to no hours. However, more hours should be available throughout the 2018-2019 academic year

## Job responsibilities include:

- ✓ **Front Desk: 95%** assisting undergraduate students, faculty and the public, in person and via multi-line phone reception and email.
- ✓ Maintaining advisor schedules, scheduling appointments and scanning data for archive.
- ✓ Scanning, photocopying, faxing and processing mail.
- ✓ Computer tasks and various software application use.
- ✓ May be asked to lift 20lbs (paper boxes) and filing with stooping.
- ✓ Ability to answer questions regarding all programs within the COB, which include Business and Design majors.
- ✓ Special projects as assigned
- ✓ **Recruiting: 5%** Speaking to prospective students and families as a group and individually at recruiting events throughout the academic year (most are local and on campus).

The office functions at a fast pace and produces a high level of work, due in large to the efforts of the student ambassadors. This is a great opportunity to get more involved and develop important skills while learning about the College of Business and its programs.

## Hours:

The office is staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday with occasional weekend and evening recruiting dates. Ambassadors are required to work during term breaks occasional weekend and late afternoons if needed.

**Minimum Wage:** \$9.75 (Work study eligible for 2017-2018 AY preferred)

## Requirements:

- ✓ Available to work a minimum of 4 and up to 20 hours a week.
- ✓ Available to work most winter, spring and summer breaks.

## Qualifications:

- ✓ Basic office skills (answering telephone, scheduling appointments, scanning, etc.)
- ✓ Computer experience with Microsoft Word, Excel, Outlook and PowerPoint
- ✓ Highly responsible and able to work with little supervision
- ✓ Strong organizational skills, including attention to detail
- ✓ Good communication and teamwork skills (oral and written)
- ✓ Ability to maintain FERPA confidentiality
- ✓ Strong public speaking ability
- ✓ Ability to represent the College with maturity and professionalism
- ✓ A demonstrable commitment to promoting and enhancing diversity

## Preferred Qualifications:

- ✓ College of Business majors in good standing, maintaining a minimum 3.0 overall OSU GPA.
- ✓ Freshman/Sophomore students highly encouraged to apply.

**APPLICATIONS  
DUE BY NOON  
(12PM)  
MAY 1<sup>ST</sup> 2017**

## HOW TO APPLY

**Step 1:** Apply! You can find the application by going to this link:  
<https://jobs.oregonstate.edu/postings/40690>

[edu/postings/40690](https://jobs.oregonstate.edu/postings/40690)  
Will be required to submit:  
Resume, Cover Letter, and at least two References.

**Step 2:** Check your ONID email daily for notifications

**Step 3:** If selected for a 30 minute interview, you will be required to present a brief *5 minute PowerPoint or Prezi presentation on "Why you chose OSU and the reason you will select (or have selected) your Major.*

We expect to schedule interviews the week of  
May 8<sup>th</sup> 2017

For questions, please contact Kathleen Lillis at  
[Kathleen.Lillis@oregonstate.edu](mailto:Kathleen.Lillis@oregonstate.edu)

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