FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title: Student Ambassador 
Department: Office of Educational Services

Number of Positions: 1 
Contact Person: Jessica Tschirren
Phone Number: 402-552-9870

Duties and Responsibilities:
This student worker position is dedicated to assisting the Office of Educational Services (OES) to research and assist in projects and activities designed to enhance the prospective and new student experience. The student worker will work closely with the Director of Student Affairs and Admissions Specialist to implement a coordinated and collaborative approach to communication with prospective and incoming COPH students.

Job duties include the following:
• Assist the OES staff in conducting events that relate to the recruitment of students.
• Serve as an ambassador to prospective and newly admitted students.
• Assist the OES staff with the dissemination of information to prospective and incoming students.
• Assist staff with other projects as assigned

Special Skills Required:

Preferred Technical Skills
• Proficiency with customer service and communications: Experience communicating with a variety of customers in a customer service setting.
• Proficiency with basic computing applications: Experience with operating software applications for communication, record keeping and basic database design and management.
• Familiarity with project development and management: Ability to manage time and logistics to oversee a project from vision, to implementation, to evaluation
• Background in administration, education, recruitment, marketing, communication

Supervisor (If different than Contact name listed above):
Same

Number of hours/week per position:
Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks.
Part-time hours are not more than 20 hours per week while student is enrolled in classes.
20 hours a week

To be considered employed in a community service job for FWS purposes, an FWS student does not have to provide a “direct” service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs. A school may use its discretion to determine what jobs provide indirect or direct service to the community.
Do you consider this position to be a community service job?  ___NO___

Contact: Students will schedule interviews with your department. When you have selected a student to work in your area, contact Meghan Moore, UNMC Office of Financial Aid, Student Life Center, Campus Zip 984265, (402) 559-3123 or meghanmoore@unmc.edu

April, 8, 2013