



Why not get paid to show off your love for Simpson--become a student Ambassador!

ONBOARDING AND ONGOING TRAINING PROVIDED
MONTHLY MEETINGS WITH FOOD
ONGOING TOUR INCENTIVES
MAILBOX SUPPRISES THROUGHOUT THE YEAR
END OF SEMESTER CELEBRATIONS
OFFICIAL AMBASSADOR T-SHIRT

PROCESS FOR HIRING:

- Submit an application via Handshake as soon as possible. Ambassadors are hired each semester.
- Admissions additional information sheet sent after handshake app is received.
- Fifteen-minute interview with supervisor scheduled at the end of each semester.

WAGE RATE:

\$8/hour

DUTIES AND RESPONSIBILITIES:

- Acquire a full understanding of the Ambassador Handbook.
- Host prospective students & families visiting campus. Activities to include giving campus tours, escorting students to lunch, class, faculty & coach appointments or other Simpson functions.
- Maintain confidentiality of student records, files, and conversations in the Admissions Office.
- Present a professional, helpful & positive first impression to visitors.
- Support general office functions, including writing, filing, copying, preparing mailings, running errands, etc.
- Assist Admissions Staff with clerical tasks.
- Answer phones promptly & courteously and take complete messages while using proper phone etiquette when at the front desk.
- Work assigned hours--consistent all semester.
- Find replacement for your shift if absent.
- Other job-related tasks, as assigned.

JOB QUALIFICATIONS:

- Passion for Simpson College.
- Excellent verbal communication skills.
- Able to approach and relate to people face-to-face.
- Mature & appropriate judgment skills.
- Ability to work with all ages and types of people.
- Flexibility in all circumstances.
- Neat appearance.
- Ability to give walking tours, lasting 50 minutes to an hour.
- Responsible.
- Accountability to work designated shift or find replacement.