

## INTRODUCTION

Show your Titan Pride! Do you remember the first time you visited a college campus? For many students, the tour is a huge factor in deciding where to attend college. As a Titan Pride Ambassador, you will have the opportunity to give tours, share stories and tell future UW Oshkosh students about opportunities and life at UWO.

Admissions welcomes thousands of guests to campus each year through special groups. As a Titan Pride Ambassador, or TPA, you will work with a diverse group of students, hone your communication skills by giving tours/participating in student panels, connect with students online and help students make a huge life decision!

## JOB QUALIFICATIONS

To be successful at this position, you must:

- Be a current UW Oshkosh student in good academic standing (2.5 GPA min.)
- Demonstrate awareness and commitment to inclusive excellence.
- Demonstrate evidence of civic and/or campus engagement.
- Be able to work independently, take initiative, follow through and complete projects as assigned.
- Have exceptional teamwork skills and be able to work with all staff and students in the admissions office.
- Have effective oral communication skills and confidence to regularly lead tours for prospective students.
- Have a strong understanding of UW Oshkosh programs and campus community.
- Have enthusiasm and a passion for UW Oshkosh!

## JOB RESPONSIBILITIES

- Work with admissions special groups by serving on student panels, making presentations about UW Oshkosh campus life and leading campus tours.
- Connect with specific student populations (transfer, out-of-state, etc.) to address any concerns they may have.
- Communicate directly with students who are considering attending UW Oshkosh by leading tours, sending personalized communication and executing online outreach through established social media channels.
- Participate in admissions online recruitment efforts.
- Follow up with prospective transfer students and out-of-state students via email, phone, traditional media and social media.
- Assess data from various student groups and determining new and innovative ways of sharing the UW Oshkosh story with various student/school groups.
- Provide back-up support for Saturday visits or campus Titan Previews.
- Other duties as assigned.

## HOURS

This position is approximately **four to six (4-6) hours per week**, with priority scheduling from 8-4:30 M-F.

Some weekend/evening out-of-office work may be necessary but is not common.

## PAY

**\$8.75 per hour**

## START DATE

Start date is flexible, but may be as soon as **September 14, 2018**.

## CONTACT

Questions about this position can be directed to  
Erica Spicer:  
920-424-0227  
brookse@uwosh.edu  
**Dempsey 135**

# APPLICATION FOR EMPLOYMENT

## Titan Pride Ambassador

Please submit a completed application, resume and copy of your current class schedule to the Admissions Office, 135 Dempsey. Review of applications will begin promptly on Sept. 10, 2018 and continue until the positions are filled.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

UWO Email Address \_\_\_\_\_

Campus/Local Address \_\_\_\_\_

High School You Attended: \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City and State of Your High School \_\_\_\_\_

Current College Status  Freshman  Sophomore  Junior  Senior  Other

Your Major \_\_\_\_\_ Minor(s) If Any \_\_\_\_\_

Your GPA (If freshman, indicate high school GPA.) \_\_\_\_\_

Are you the first person in your immediate family to attend college?  Yes  No

Are you a transfer student?  Yes  No

If yes, please list the colleges you attended \_\_\_\_\_

Do you currently have a job on or off campus?  Yes  No

If yes, where are you working? \_\_\_\_\_

Do you have daytime and evening availability between 4-6 hours per week?  Yes  No

How many campuses did you visit in deciding which college to attend?  0  1-3  4+

### Brief Personal Statement

Please discuss the skills you have that will make you an excellent Titan Pride Ambassador for UW Oshkosh. Include any relevant communication experience. Please attach as a separate sheet.

All application materials must be received in order for your application to be considered.

Signature \_\_\_\_\_ Date \_\_\_\_\_