

## **Summer Ambassador Position Description**

### **Position Summary:**

Summer ambassadors lead campus tours and serve as the face of UW Oshkosh for the hundreds of prospective students, families and guests who visit campus during June, July, and August!

### **Compensation and Benefits**

- \$12 per hour
- \$60 value in titan apparel
- No nights or weekends
- Free Summer Scoops on Tuesdays
- You will gain leadership, public speaking, and relationship building experience
- On-campus living opportunities (limited spots available)

### **Time Commitments:**

\*Tour training will begin this spring, so you are ready to lead tours when summer begins. You will need to complete up to two shadow tours and two mock tours before the end of spring interim.

- Position runs June 5- August 25
- You may apply to work as few as 10 hours per week, up to 40 hours per week.
- You must be available for at least 3-4 tours per week. Tours are from 10:30 – 12:00 p.m. and 1:30 p.m. - 3:00 p.m. daily.
- You must be available to assist with the Summer Titan Preview events on July 11 and July 12
- Additional hours with Gruenhagen Conference Center may be required for students interested in on-campus housing.

### **Characteristics of Successful Summer Ambassador:**

- Strong interpersonal skills
- Desire to gain leadership experience
- Open-mindedness and culturally inclusive
- Flexibility
- Professionalism
- Positive and Enthusiastic attitude about UW Oshkosh
- Serve as a positive role model for prospective students interested in attending UWO

### **Job Requirements**

- Enrolled as a full-time UW Oshkosh student for Fall 2023
- Enjoy public speaking and be comfortable working with diverse groups of students and guests
- Demonstrate exemplary leadership potential
- Be involved in on-campus extracurricular activities
- Be able to give multiple tours per week in varying weather
- Possess exceptional customer service abilities
- Work study award for Fall 2023 is preferred
- Love UW Oshkosh!

**Job Expectations**

- Lead summer tours for prospective students and their families/guests
- Be actively involved in admissions online recruitment efforts, including participation on social media
- Send follow-up emails and postcards to campus visitors
- Assist with special group visits, Titan Preview days, and other Admissions recruitment events
- Assist the Admissions front desk employees with answering phones and greeting guests while providing excellent customer service
- Complete special projects and data entry as assigned
- Perform work both independently and as a member of a team

**Questions?** Contact Summer Ambassador Coordinators Deanna VanderWielen and Michael Matos-Colon at [vanderwd@uwosh.edu](mailto:vanderwd@uwosh.edu) or [matosm@uwosh.edu](mailto:matosm@uwosh.edu)