

TRI-COUNTY TECHNICAL COLLEGE

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Admission Ambassador

DEPARTMENT: College Transitions

SUPERVISORS: Christina Houck, Community Outreach Coordinator
Tiffany Blackwell, Director of Recruitment

Overview

Our Admissions Ambassadors play a crucial role in the recruitment of future Tri-County Technical College students. The impression an Admissions Ambassador makes on a prospective student could be one of the most influential and strongest memories the student has of the Tri-County experience.

Admissions Ambassadors are campus leaders, and their job is among the most important on campus. Admission Ambassadors directly impact and shape the future of the College by coming into contact with prospective students and families each year, and by helping the Admissions Office's internal operations run smoothly.

Purpose

Admissions Ambassadors serve as representatives of Tri-County Technical College for important events, including, but, not limited to weekly campus visits, campus visit events, and orientation. During weekly campus visits, middle school students, high school students, and other guests visit TCTC to learn about the educational opportunities available here. During the course of campus events and orientation, TCTC strives to provide information, support, and resources to help students and guests of the college feel welcome and make a successful transition to TCTC.

Job Summary

Once selected, the primary role for an Admissions Ambassador is to provide guidance and information about Tri-County Technical College to new students, their families and other campus visitors. The minimum expectations and responsibilities for Admissions Ambassadors include, but are not limited to:

- **Tours**

Admission Ambassadors is the most visible aspect of the job, and can be a very influential factor in a prospective student's decision to attend Tri-County. Student Guides must be able to tell stories, answer questions, and relay pertinent information to prospective students and their families about all facets of the TCTC experience. This also requires an ability to convey important marketing and public relations points. Training is provided.

- **Office Work**

In-office work is plentiful and students who are not giving tours are expected to do daily office tasks

(filing, mailings, organizing, etc.) during their weekly office hours. At times throughout the year office work may be the main activity for a tour guide.

- **Phone-a-Thons**

Students will utilize some of their hours calling students at various parts of their admissions process, to encourage them to attend events, and help register students for orientation.

- **Other Duties**

Participation in special on-campus events and other meetings are also required.

Qualifications

The minimum qualifications for Admissions Ambassadors include:

- Good academic standing, with a preferred cumulative GPA of 2.25 or above.
- Be enrolled as a full time or part time student.
- Remain in good academic standing with the College during your tenure in the position and conduct yourself in an appropriate manner both in person and electronically via the Internet (Twitter, Facebook, etc).
- Demonstrate the ability to be reliable, responsible, confident, and flexible.
- Understand and support the purpose of the Admissions and Recruitment Office.
- Demonstrate the ability to work effectively with a diverse group of team members, students, parents, and faculty and staff.
- Demonstrate a desire to help others learn about college life at Tri-County.