

POSITION ANNOUNCEMENT

UNIVERSITY STUDENT AMBASSADOR, 2023-24

POSITION DESCRIPTION

Forty (40) students serve as University Student Ambassadors each year. The position is to provide support in university outreach efforts and to work with prospective and newly enrolled students as well as their families. Through the New Student Programs, Student Ambassadors work with both first year and transfer students during GB Orientation and GB Welcome. Through Admissions, the Student Ambassadors give campus tours and work Large Visit Event Days (Admitted Student Days, Campus Preview Days, Open Houses, etc.). General duties also include serving on panels, corresponding with students, serving as hosts and representatives at official university functions which may be on or off campus.

Student Ambassadors are expected to reflect The Select Mission of UW-Green Bay:

The University of Wisconsin-Green Bay is a multi-campus comprehensive university offering exemplary undergraduate, master's and select doctoral programs and operating with a commitment to excellence in teaching, scholarship and research, and service to the community. The University provides a problem focused educational experience that promotes critical thinking and student success.

The culture and vision of the University reflect a deep commitment to diversity, inclusion, social justice, civic engagement, and educational opportunity at all levels. Our core values embrace community-based partnerships, collaborative faculty scholarship and innovation.

Our commitment to a university that promotes access, career success, cross-discipline collaboration, cultural enrichment, economic development, entrepreneurship, and environmental sustainability is demonstrated through a wide array of programs and certifications offered in four colleges: College of Arts, Humanities and Social Sciences; College of Science, Engineering and Technology (including the Richard Resch School of Engineering); College of Health, Education and Social Welfare; and the Austin E. Cofrin School of Business, leading to a range of degrees, including AAS, BA, BAS, BBA, BM, BS, BSN, BSW, MS, MSW, MSN, and Ed.D.

The position held by a Student Ambassador is very important, for students, families, and community guests who visit and interact with our Student Ambassadors form an impression about UW-Green Bay. The position also enables a Student Ambassador to be a role model, as they are one of the first students, that students interact with during New Student Programs.

Successful applicants should be confident, enthusiastic, positive, knowledgeable about the campus and involved on campus. We are looking for students who have excellent interpersonal and communication skills as well as good judgement. Students who are selected to be a Student Ambassador agree to uphold the university policies and regulations, accept assignments as directed by staff and student directors, and present a professional appearance at all functions.

All Student Ambassadors will participate in New Student Programs – GB Welcome, conduct campus tours and work Commencements. Fridays are reserved for Large Visit Event Days. Approximately half of the Student Ambassadors will assist with New Student Programs – GB Orientation in June.

QUALIFICATIONS

1. Students must have completed a minimum of one semester at UW-Green Bay (or have served in a Student Ambassador related position at another campus) while achieving a 2.5 Grade Point Average (GPA) or higher at time of application.
2. Students who have more than one semester at UW-Green Bay and do not qualify for a cumulative 2.5 GPA must have a combined 2.5 GPA for the two semesters preceding the time of application.
3. To continue employment as a University Student Ambassador all students must maintain a cumulative 2.5 GPA.

NOTE: All employment offers are contingent upon a satisfactory criminal background check.

APPLICATION

Applications are due by 11:59 p.m. on Monday, February 6. Apply via this link:

https://uwgreenbay.ca1.qualtrics.com/jfe/form/SV_8c4dsal8LCQkdt

Interviews will be conducted the week of February 13. Provide your availability on your application. Selected candidates will be notified by Friday, February 24 (or notified if the timeline has changed).

New Ambassadors will be put on the spring semester payroll for trainings, tours, and mandatory meetings with the first occurring Saturday, March 4.

DUTIES & RESPONSIBILITIES

1. Conduct campus tours—All Student Ambassadors are responsible for giving tours. If class schedules conflict with weekly tour times, a Student Ambassador will be assigned night and/or weekend tours.
2. Assist with all Large Visit Event Days (Campus Preview Day, Admitted Student Day and Open House programs) held on Fridays.
3. Assist with GB Orientation (Dates and times will vary - June).
4. Work the GB Welcome program for new first-year students (prior to the start of classes).
5. Work Commencements (December and May).
6. Assist with communication to prospective, admitted, and enrolled new students (mailings, email and social media).
7. Conduct informational programs for new and prospective students on and off campus.
8. Serve as hosts at official university functions and events.
9. Attend training sessions and monthly group meetings.
10. Perform other duties as assigned.

COMPENSATION

Ambassadors are paid \$12.00 an hour. Apart from GB Orientation, GB Welcome, and tours, which have a set schedule, hours per week will vary based on need and availability.

Due to the Affordable Care Act requirements, students are not able to work more than 25 hours a week combined of all on-campus and UW System positions.

IMPORTANT DATES (Dates are subject to change)

Monday, February 6, 2023: Applications due no later than 11:59 p.m.

Monday, February 13, 2023-Wednesday, February 15, 2023: Interviews

Saturday, March 4, 2023: Mandatory Training

Sunday, April 23, 2022: Mandatory meeting for the 2022-2023 University Student Ambassadors from 5:30 to 7:30 p.m. Additional tour trainings during this academic year will be required.

May 13, 2023, December 16, 2023, May 11, 2024: Future Commencement Dates