

## Admissions Department Student Ambassador Position



### Job Description

The Student Ambassador role is one of our frontline positions focused on helping the College present Columbia to prospective students and, in doing so, offering support and assistance to the Admissions Department. Duties include phone calling prospective students, assisting with View Day responsibilities, hosting overnight visitors, and representing Columbia in churches and youth groups as well as other tasks as needed by the department.

### Duties and Responsibilities

#### A. Phone calling

- Phone calling prospective students is what makes up majority of the worked hours

#### B. View Days

- Assisting with set up and take down of each View Day.
- Touring prospective students around the campus.
- Visiting during the beginning of View Day and over the lunch hour with prospective students and their guests.
- Walking students to different locations throughout the day.
- Hosting prospective students overnight in dormitory (resident students only).
- Student Ambassadors are expected to work the entirety of the day, as their academic schedule allows.

#### C. Church Visits and Youth Groups

- Managing booth displays at Church Youth Group events or Sunday morning services.
- Hosting and facilitating activities for sponsored youth group events.

### Qualifications

The ideal candidate will:

- Be a Registered Student with a minimum of 12 credit hours per semester.
- Be a Returning Student who have completed their first year of study at Columbia (New students will be considered, but returning students are preferred).
- Have a vehicle or access to a vehicle (Preferred, not required)
- Have experience public speaking and is comfortable engaging a large group
- Have good relational and communication skills.
- Be professional, reliable, and able to present themselves well.
- Be competent with computers or a willingness to learn
- Be passionate about Columbia, expressing a general knowledge of the campus and programs offered.

## Statement of Relationships

The position reports to Melanie Olfert and works collegially with other Admissions personnel and Student Ambassadors.

## Hours and Wage

This is a unique job opportunity, as it is not a specified amount of time per week. The Admissions Department will contact Ambassadors on a regular basis for in-house work (i.e. Data entry, phone calling), and in advance for events such as View Day and church/youth group visits. Wages are as follows:

- \$15 per night for hosting overnight visitors
- \$11.35 per hour for a Sunday morning service or mid-week youth event plus kilometers (if personal vehicle used).
- \$11.35 per hour for time worked on View Days (until View day take-down; hosting students afterwards is a part of the overnight host responsibility and compensation). Student Ambassadors will be provided with a free meal during lunch, with a limit of \$10.
- \$11.35 per hour for all other events and services.

For more information contact Justin Paulsen, Admissions Advisor, at [Justin.Paulsen@columbiabc.edu](mailto:Justin.Paulsen@columbiabc.edu) or Melanie Olfert, Director of Admissions, at [melanie.olfert@columbiabc.edu](mailto:melanie.olfert@columbiabc.edu) or 604-853-3358 ext. 309