



AMBASSADOR POSITION 2017-18

Admissions and Recruitment, Recruitment Unit

Job Summary, Position Requirements & Recruitment Timeline

Thank you for your interest in being part of the dynamic Admissions and Recruitment Team for the upcoming 2017-18 academic year (officially begins August 2017). The ambassador position requires a serious commitment to the university. Ambassadors represent the university at local high schools and community colleges, and in most cases, are the first contacts prospective students have with our university. For this reason, ambassadors must have great pride in Cal State LA and be willing to share their positive experiences.

The ideal ambassador is. . .

- Positive about Cal State LA
- A good public speaker
- Responsible
- Self-Motivated
- Enthusiastic
- An excellent time manager
- Eager to help others

SALARY AND BENEFITS

Ambassadors receive. . .

- A starting pay rate of \$11.00/hr.
- A great time working with a team and learning about Cal State LA.

TIME COMMITMENTS

Ambassadors must. . .

- Make a one year commitment to the program, August 2017 – May 2018.
- Attend a one-day new ambassador orientation during the Spring (May/June 2017).
- Participate in 4 days of mandatory training in the Summer (July/ August 2017).
- Attend mandatory trainings/meetings the first Friday of every month throughout the school year.
- Assist with all mandatory special recruitment events and activities.
- Must be available at least 15 hours a week, Monday – Friday, between 8:00 a.m. – 3:00 p.m.

JOB SUMMARY

Specific duties include....

- Work closely with an assigned Cal State LA recruitment professional staff.
- Develop relationships with, identifying, contacting and motivating potential Cal State LA applicants.
- Distribute/share Cal State LA information regarding admission requirements, financial aid, academic majors, and student services programs.
- Assist applicants with the CSU Admissions application and financial aid.
- Make group presentations on Cal State LA admission, financial aid, academic majors and student services programs.
- Facilitate visits by Cal State LA staff and faculty to the school site, and student visits to the University via the Campus Tours Program.
- Maintain records of student contacts and conducting follow-up with applicants.
- Participate in all scheduled trainings, work activities, and meetings.
- Represent the University at recruitment/outreach events.

- Other duties as assigned.
- Upon completion of training, the incumbent must:
 - Demonstrate knowledge of CSU/Cal State LA Admission policies and procedures, and University programs, services and highlights.
 - Be able to accurately review and interpret academic records to determine general CSU admission eligibility.
 - Demonstrate knowledge and ability to provide a comprehensive, positive, and effective campus tour.

AMBASSADOR QUALIFICATIONS

- Meet Cal State LA academic and enrollment requirements for student employment
- Must have completed at least two (2) quarters at Cal State LA
- Make a one year commitment to the program, August 2017 – June 2018
- Must possess good oral and written communication skills and the ability to articulate requirements and policies regarding university admission, and share information about Cal State LA's programs and services
- Must have the ability to effectively conduct group presentations
- Must be sensitive to the needs of underrepresented and low-income/disadvantaged students

CONDITIONS OF EMPLOYMENT

- Must have access to reliable transportation to go to assigned job sites; if driving personal vehicle, must complete a provided defensive driver's training course and provide proof of auto insurance. *(NOTE: This position requires you to work off-campus at designated school sites.)*
- Must complete and pass background check. Fingerprinting will be taken and checked by the California Department of Justice and FBI.
- In order to maintain employment, hired individuals must participate and successfully complete annual fall training.

Your application must be fully completed and submitted for this position

Applications are available in:
Career Development Center
and
Admissions and Recruitment
Recruitment Unit
Student Affairs Bldg., Room 123
Phone (323) 343-3839

Monday – Thursday, 8:00 a.m. – 6:00 p.m.
Friday, 8:00 a.m. – 5:00 p.m.

PLEASE RETURN COMPLETED APPLICATION TO
SA 123 BY:
August 31, 2017