

Title: <b>Student Ambassador</b>	Department: <b>Student Services</b>
Employee Group: <b>Contracted Support Staff</b>	Immediate Supervisor: <b>Admissions Representatives</b>
Hours a Week: <b>25</b>	

**General Description:** This position provides operational and clerical support for the efficient and effective operation of Recruitment. Working closely with the Admissions Representatives, the Student Ambassador facilitates both internal and external customer service operations.

**Position Duties/Functions:**

1. Provide support for Student Services which includes Admissions and Enrollment Services.
2. Give campus tours.
3. Coordinate and provide recruitment phone support.
4. Assist new and prospective students with college information regarding admissions, enrollment, registration and billing processes, via phone, email, web and face to face communication.
5. Utilize appropriate queries for Student Services functions.
6. Assist with planning, preparation, and implementation of special projects and events such as: High School Visits and Recruitment events.
7. Other duties as assigned by Admissions Representatives.

**Required Qualifications:**

1. Currently enrolled Montcalm Community College student or recent graduate.
2. Ability to meet and work with the public in a friendly and professional manner.
3. Excellent typing and computer software skills.
4. Excellent communication skills.
5. Ability to multitask in a fast-paced environment.
6. Handle and respect confidential information.
7. Solid skills with various computer programs.
8. Ability to work independently, and as part of a team.
9. General knowledge of community college programs, services, and functions.
10. Keen sense of accuracy.
11. Ability to maintain and respect confidentiality

<b>REMUNERATION:</b>	\$11.05 per hour
<b>APPLICATION DEADLINE:</b>	Open until filled
<b>START DATE:</b>	ASAP
<b>METHOD OF APPLICATION:</b>	Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a> . Attach your cover letter, detailed resume, transcripts, and three reference letters.

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*