

## **Job Description**

### **Jamestown College Jimmie Ambassador**

#### **RESPONSIBILITIES:**

- Give informative and personalized campus tours to prospective students and their families
- Escorting prospective students and family to faculty and coach visits and/or taking them to a meal in the dining center
- Represent Jamestown College in a positive manner at all times
- Attend all training sessions
- Attend all meetings and special events
- Arrive on time for all scheduled tours, meetings, and special events
- Write timely thank you cards to prospective students after visiting campus
- Work in cooperation with other campus offices to promote Jamestown College

#### **SKILLS AND EXPERIENCE PREFERRED:**

- Strong knowledge of Jamestown College
- Ability to speak English clearly
- Ability to organize and present facts in a concise and persuasive manner
- Ability to converse effectively with prospective students and their families
- Ability to build a strong, informative, and personalized tour
- Must be in good social and academic standing
- Must maintain a 2.25 cumulative GPA to remain in program

#### **SCHEDULE/HOURS:**

- Meeting and special events calendar are provided in the Jimmie Ambassador handbook
- Notice will be given via email or phone generally 24 hours in advance of tour request

#### **COMPENSATION:**

- Jimmie Ambassadors will earn \$10 for each tour experience (regardless of time commitment) they give, provided they complete the following in a timely manner (no later than one week following the tour):
  - Complete the online Jimmie Ambassador Tour Electronic Ticket at [http://www.jc.edu/admissions/ambassador\\_tracker.php](http://www.jc.edu/admissions/ambassador_tracker.php)
  - Write a thank you card to the prospective student and their family

***The Jimmie Ambassador program will also provide you with great experiences, the opportunity for solid references, and it will look great on your resume.***

Jamestown College's Jimmie Ambassador program is a public relations organization of approximately 20 to 30 students who assist in the promotion of the college to prospective students and their families. Members of the admissions staff serve as advisors for the organization.