

# College of Health & Human Sciences

## Ambassador Position Description

Ambassadors serve as representatives for the College of Health & Human Sciences and are responsible for supporting the college's retention and recruitment efforts. Ambassadors lend support by peer-advising students with online registration, prospective student visits, assisting with various student needs; providing clerical support for the college of Health and Human Sciences' Academic Advising & Student Support Office; assisting with new student orientation programs; as well as representing the college of Health and Human Sciences at recruiting events such as Beaver Open House, Kaleidoscope, OSU Spring Visits and Connect Week.

### Duties

- Provide support and assistance with online registration for current and prospective students.
- Provide clerical support for the College of Health & Human Sciences Academic Advising & Student Support Office.
- Support advising of prospective and current students about major selection as well as with information regarding each of the four departments and the majors/options within them:
  - Human Development and Family Sciences
  - Nutrition Exercise Science , which currently includes Nutrition and Food Management and Exercise and Sport Science
  - Public Health
  - Design and Human Environment
- Host on-campus visitation programs, including facility tours for prospective student groups and assist with appointments for individuals.
- Represent the College of Health & Human Sciences at student recruitment/retention and orientation events such as: Beaver Open House, Kaleidoscope, Spring Visits, START Sessions, and Connect Week.
- Regularly talk and correspond with prospective students.

### Qualifications

- Current undergraduate student enrolled in a degree program administered by the College of Health & Human Sciences.
- Full-time student at Oregon State University with the intention of enrolling at OSU for Fall 2008, Winter 2009, and Spring 2009.
- Possess excellent oral and written communication skills.
- Ability to speak effectively in front of large groups.
- Ability to effectively present the positive attributes of Oregon State University, as well as the expanding and exciting fields of Health & Human Sciences.
- Display initiative, dependability, discipline, creativity, and self-confidence.
- Must have a Social Security number and card upon hiring.
- Maintain a cumulative GPA of 2.5 throughout the duration of the position.

## **Benefits**

- Minimum wage for part-time work completed for the College's Academic Advising & Student Support Office.
- Increased knowledge of Oregon State University and the College of Health & Human Sciences.
- Prestige associated with serving on a team of highly motivated and respected undergraduates.
- Opportunity to meet and work closely with university administrators, faculty, and industry professionals.
- Chance to positively contribute to the colleges' student-recruitment efforts.
- Valuable work experience to include on résumés and to discuss during interviews.
- Increased understanding of personal strengths and limitations.
- Development of Leadership skills for future employment.

## **Period of Service**

- Training Spring term 2008.
- From April 2008 – June 2009, including Summer work, START sessions and the week before fall term. There will also be the opportunity for some part-time work during Winter and Spring breaks.

## **Time Commitment**

The time commitment per week is approximately **4-9 hours**. Ambassadors will receive a definite work schedule for each term that will be set around the student's schedule. Ambassadors will be asked to work additional hours to help with university recruiting events such as Peer Advising, Beaver Open House, Kaleidoscope, Spring visits and Connect Week and other events that occur during the academic year. The time spent in the office is primarily used for helping students with on-line registration, supporting students' advising needs, scheduling advising appointments, as well as various other clerical duties.

## **Questions**

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