



## **Fall 2022**

**Type:** Admissions Student Ambassador

**Location:** Sporck Admissions Center

**Hours Per Week:** Varied

**Pay:** \$13.20 per/hr

### **JOB DESCRIPTION**

- The Office of Admissions serves as the first point of contact between Paul Smith's College and prospective students, their families, and others who actively participate in the college search process. Many individuals receive their first (and often lasting) impression of the College through their interaction with the admissions team. As a valuable member of the staff, Student Ambassadors will provide support for the entire office through various activities that have been designed not just to recruit, admit, and yield an incoming class, but also to build a relationship between future students and the college. Student Ambassadors will be responsible for assisting Admissions Staff with welcoming prospective students and families to campus which includes, but is not limited to, the duties and responsibilities listed below.

### **PREREQUISITES:**

- Must be a current, full-time Paul Smith's College student
- **Must have completed at least one semester at Paul Smith's College**

### **DUTIES AND RESPONSIBILITIES:**

- Answering phones and emails in a professional and timely manner
- Assist Admissions staff with daily office tasks which include filing, shredding, mailing correspondence, answering incoming calls
- Assist in the creation and implementation of multiple social media platforms and content
- Communicate with prospective Paul Smith's College students to inform them about upcoming campus events, scholarship opportunities, and deadlines.
- Develop working relationships with prospective students while utilizing provided talking points and effective customer service skills
- Facilitate weekend tours and events as scheduled
- Gather materials for Admissions events, tours, and recruitment as needed
- Greet guests in a personable and inviting manner
- Maintain a professional demeanor and exhibit patience when conversing with prospective students
- Present prospective students and their families with information about Paul Smith's College via campus tour as trained
- Prepare materials for large scale campus recruitment events
- Assist with special projects as determined by the Admissions staff
- Use reasonable judgment and inform supervisor of any high-importance information that may have been discussed in a conversation.

## REQUIREMENTS:

- Ability to work collaboratively, as well as independently
- Ability to understand and present essential information about the College
- Ability to communicate clearly, effectively, and positively to prospective students and their families
- Approved Paul Smith's College Driver Certification (preferred)
- Excellent communication and organizational skills
- Must be a current, full-time Paul Smith's College student
- Must have completed at least one semester at Paul Smith's College
- Must maintain a minimum of a 2.0 GPA
- Must maintain confidentiality
- Must be knowledgeable of, or demonstrate the ability to learn, all aspects of Paul Smith's College life to include but not limited to: campus life, majors offered, clubs & activities, campus history
- Must follow appropriate dress code
- Must possess a positive attitude and willingness to learn and grow

## HOW TO APPLY:

- Submit the following via email to [admissions@paulsmiths.edu](mailto:admissions@paulsmiths.edu) with “**Student Ambassador Application**” in the subject line:
  1. **Cover letter**
  2. **Resume**
  3. **Reference** (provide name of one PSC professor we may contact)
  4. **Fall 2022 schedule** (academic and other block out times so we can see your availability to work)
- Applications will be accepted and reviewed on a rolling basis until all positions are filled.
- Only those who are selected to interview will be contacted.

## INQUIRIES:

- Contact Donna Kowal, Admissions Office Manager, 518-327-6227, [admissions@paulsmiths.edu](mailto:admissions@paulsmiths.edu)

*It is the policy of Paul Smith's College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.  
EOE/AA/M/F/D/V*

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