The Student Ambassador is responsible for supporting the admission and recruitment efforts of the Admissions Office and provides general office support.

**DUTIES AND RESPONSIBILITIES:**

- Serve as a representative of SCNM and the Admissions department.
- Interact/correspond with prospective and admitted students via phone, email in person and through social media.
- Participate in a variety of admissions events including select Interview Day activities, campus tours, pre-interview dinner and Discovery Days.
- Provide student interaction/counseling upon request with prospective students.
- Provide student input on Admissions policies and procedures.
- Participate in the development and achievement of departmental goals and objectives.
- Keep up-to-date on program information and college policies/procedures.
- Attend department meetings as appropriate.
- Perform other duties and projects as directed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent oral and written communication skills.
• Computer skills (Knowledge of Microsoft Office Suite- Word, Excel, etc.)
• Professional image is essential
• Exemplary customer service is critical.
• Ability to work independently and coordinate projects

QUALIFICATIONS AND REQUIREMENTS:
• Bachelor’s degree or equivalent
• Currently enrolled at SCNM and maintain satisfactory academic progress

NOTE: Must be able to work a minimum of one to three hours per week, primarily on Thursday/Friday (as class schedule allows). The length of this employment is one (1) academic year. The rate for this position is $12.00/hr.

***In cover letter please indicate which quarter you are currently enrolled in***

To apply, interested candidates should email a cover letter and resume to hr@scnm.edu