

Form Name: Student Employment Job Description
Submission Time: August 30, 2022 9:23 am
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Unique ID: 1003645673
Location:

Job Title	Admissions Ambassador
Department	Admissions
Contact Person	Breanna Burkle
Title	Admissions Counselor
Email	bburkle@huntington.edu
Phone	(260) 359-4037
Federal Work Study Only	No
Number of Positions	5
Start Date	08/30/2022
End Date	05/01/2023
Hours Per Week (10-15 max)	6
Specific Days / Times	5:00 pm - 8:00 pm
Wage Rate	8.25
Application Deadline	09/09/2022

Describe the essential functions and duties:

- Developing an expanded knowledge of Huntington University and the admissions process
- Welcoming and greeting guests in the admissions office at the front desk
- Sharing your positive HU story
- Participating in the promotion and execution of daily visits and on-campus admissions events (campus tours, overnight hosting, student sessions, weekend events, etc.)
- Engaging with prospective students through various forms of communication (texting, writing postcards, outbound/inbound phone calls, emailing, etc.)
- Assisting with a variety of office-related tasks (folding and labeling letters, maintaining our student database, organizing inventory, etc.)
- Data entry
- Representing HU at off-campus recruiting events and college fairs
- Managing individual recruitment tasks and special projects
- Other responsibilities as assigned

Required Qualifications

- Demonstrated leadership ability.
 - An enthusiasm for Huntington University.
 - Strong communication skills.
 - Ability to influence others.
 - Dependable.
 - Shows initiative.
 - Phone and computer skills.
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Professional Competencies:

Ability to work in a team structure.
Ability to plan, organize and prioritize work.
Ability to verbally communicate with persons inside and outside the organization.
Ability to obtain and process information.
Ability to create and/or edit written reports.
Ability to sell or influence others.

Appropriate Dress:

Business casual (khakis)
Jeans

Student Contact Procedure

Submit Resume
Email

Student Contact Email

bburkle@huntington.edu
