**Job Description**

**Job Title: Student Ambassador - College of CPP, CAHSS, CSTEM**

Student Ambassador, working under general supervision, duties may include, but are not limited to:

* Welcoming students to the campus or department and engaging with them.
* Assisting students, staff and/or other customers in solving problems and making informed decisions.
* Providing information and advising students based on knowledge and training.
* Taking responsibility for some project and office work.
* Answering phones, checking emails and messages, and upkeep office space.
* Referring students and other stakeholders to appropriate offices and resources on campus as needed.
* General counseling.
* Participate in training to learn more about the college, EWU, admissions, financial aid, housing, clubs and organizations, etc.
* Represent the college at campus events.
* Speak to prospective students and their families about the college and EWU in general during their campus visits.
* Visit and speak with students at middle schools, high schools and community colleges about academic programs within the college and attending EWU.
* Assist in creating, organizing, and posting promotional materials for college and university events.
* Performing other relevant duties as assigned or required.

 **This position will report to *insert department* and *insert title of supervisor/manager.***

This position is budgeted to allow x *hours per week (not to exceed 19 during the academic year). Working hours are typically between 8 am to 5 pm Monday through Friday based on availability.* This position will require some weekend and evening work and may make a few visits outside of the Spokane area.

 **Required Qualifications:**

* Applicants must be currently declared in one of the college’s majors (undergrad or grad).
* Applicants must have a minimum GPA of 3.0.
* Applicants must have excellent customer service and people skills.
* Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.
* Applicants must be able to work independently, and with a group and to complete tasks unsupervised.
* Applicants must be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.
* Applicants must be familiar with most social media platforms.
* Applicants must have strong organizational skills, documentation skills, and computer skills including experience with Word, Excel, and GoogleDrive.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

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Specific information for CPP job posting

**Student Ambassadors are the face of EWU’s College of Professional Programs (CPP). They are undergraduate or graduate students currently majoring in one of the** [**professional programs**](https://www.ewu.edu/cpp/) **and passionate about their major. Their main roles are to represent the College of Professional Programs and help promote understanding of the professional programs on and off campus, especially among prospective students.**

**For more information about this posting, please contact arode@ewu.edu.**