The Student Ambassador Recruitment Graduate Assistant will take the lead role in recruitment of new student ambassadors. The responsibility of student ambassadors is to strengthen the campus visit through a memorable and exceptional campus tour. In addition, this graduate assistant will work primarily in the Visitor’s Center, to supervise Ambassadors, including housing tours and office projects for the Recruitment and Visit Teams. This position will coordinate the Hometown Hawks Program, a division of the Student Ambassador program specifically designed to send current ambassadors to their hometown on breaks talk about their KU experience.

Responsibilities include the following:
- Coordinate the recruitment of exemplary KU students to become student ambassadors.
- Lead the ambassador hiring process, including the hiring timeline, applicable materials, and selection process.
- Co-supervise all ambassadors, approve timesheet hours worked, and ambassador meeting attendance for determined alpha split of ambassadors.
- Disperse duties to Ambassadors, including housing tours and projects, as well as communicate with staff to get projects completed on time.
- Supervise ambassador coordinators in daily duties, including When To Work data entry.
- Work in conjunction with other Student Ambassador GAs to ensure all tours are released by one of the graduate assistant.
- Recruit ambassadors to join the Hometown Hawk Program to represent KU in their hometown
- Coordinate the Hometown Hawk visits to ensure ambassadors are prepared for their visit.
- Serve as the liaison with the Helpful Alumni Working for KU (HAWK) program to create a pipeline of recent ambassador graduate to grow the program.
- Serve on the Recruitment Team in the Office of Admissions by presenting to prospective students and their families, participating in on-campus recruitment events, and attending outreach events.
- Attend and assist with all ambassador meetings, typically scheduled biweekly in the evening hours.
- Assume special assignments and other duties as designate by Coordinator of Ambassadors and Volunteer Recruitment Programs.

Required Qualifications:
- Ability to work hours that complement the campus tour schedule and peak times for the Office of Admissions.
- Demonstrate strong oral and written communications skills.
- Demonstrate ability to work with diverse student populations.

Preferred Qualifications:
- Previous experience with college admissions office.
- Previous experience with student ambassadors or campus tours.

Vast experiences and skills will be gained by working in the KU office of Admissions. If you have questions, please contact Kindra Bartz at 785-864-5415 or by email kbartz@ku.edu.