

**KU Office of Admissions (ADM)**  
**Student Ambassador Recruitment Graduate Assistant**

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 AmbassaAides, including housing tours and office projects for the Recruitment and Visit Teams.

**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 AmbassaAides, including housing tours and projects, as well as communicate with staff to get projects completed on time.
- Supervise ambassador coordinators in daily duties.
- Work in conjunction with other Student Ambassador GAs to ensure all tours are released by a member of the Ambassador Leadership Team.
- 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.
- Attend and assist with all ambassador meetings, typically scheduled biweekly in the evening hours.
- Assume special assignments and other duties as designate by Assistant Director of Ambassadors.

**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](mailto:kbartz@ku.edu).