

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

The Student Ambassador Graduate Assistant for the Multicultural Recruitment will take the lead role in evaluation of all ambassadors and coordinate the Multicultural Recruitment Team (MRT). The Multicultural Recruitment Team (MRT), a division of the Student Ambassador program designed to recruit multicultural students by sharing their KU experience. The responsibility of all student ambassadors is to strengthen the campus visit through a memorable campus tour and through providing guests with a genuine picture of the KU student experience.

**Responsibilities include the following:**

- Take the lead role in ambassador multicultural training and recruitment.
- Contribute to the recruitment of exemplary KU students to the student ambassador program to ensure the diversity of the program.
- Recruit current ambassadors to join Multicultural Recruitment Team (MRT).
- Ensure staffing for multicultural recruitment events.
- Oversee conduct of ambassadors in designated alpha split who are not fulfilling the required duties specified in the Student Ambassador Contract.
- Schedule and staff special tours
- Develop and implement evaluation of current ambassadors on a yearly basis to ensure quality.
- Ensure every ambassador has been evaluated or peer evaluated on a yearly basis.
- Co-supervise all ambassadors and approve hours worked for specific ambassadors.
- Supervise MRT Aide ambassadors in daily duties.
- Work in conjunction with other Student Ambassador Graduate Assistants to ensure all tours are released by one of the graduate assistants
- Serve as Office of Admissions recruiter presenting to prospective students and their families, participating in on-campus recruitment events and attending outreach events.
- 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 ambassador programs or campus tours.
- Previous experience working with students of diverse backgrounds.

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).