

KU Office of Admissions (ADM)
Student Ambassador Training Graduate Assistant

The Student Ambassador Training Graduate Assistant will take the lead role in the training of new student ambassadors and the continued training and evaluation of current ambassadors. The responsibility of student ambassadors is to strengthen the campus visit through a memorable and exceptional campus tour.

Responsibilities include the following:

- Take the lead role in the ambassador training process, including planning bi-weekly meetings and special training sessions.
- Coordinate the training process for new ambassadors, including giving co-tours with new ambassadors and determining when new ambassadors are ready to give tours on their own
- Co-supervise all ambassadors and approve hours worked for about 25 ambassadors
- Work in conjunction with other graduate assistants and assistant director to ensure all tours are released by a member of the ambassador leadership team
- Serve as office of admissions representative presenting to prospective students and their families, participating in on-campus recruitment events and attending outreach events.
- Oversee conduct of ambassadors not fulfilling the required duties specified in the Student Ambassador Contract.
- Develop and implement evaluation of current ambassadors on a yearly basis to ensure quality.
- Assist in Supervision of Ambassa-aides in daily duties.
- Assume special assignments and other duties as assigned by the Assistant Director of Student 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.
- Enrolled in a graduate program in Education, Communications, Journalism, Business or similar field.

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.