**JOB DESCRIPTION**

The Enrollment Office is seeking a Student Ambassador for Inclusive Excellence for the fall semester to assist with recruiting related projects with special emphasis on supporting traditionally underrepresented populations, as well as students whose scholarship needs relate to issues of diversity.

Duties to include:

- The Student Ambassador’s biographical information will be posted on the Institute website and prospective students will be offered an option to sign-up to chat with the ambassador. The ambassador must respond to these inquires in a timely manner (no more than two days later).
- Prospective student phone calls, skype appointments and in-person meetings as appropriate.
- If schedule allows, the ambassador will give campus tours to visitors taking place Monday-Friday 1-2pm and follow-up with an email when tours are requested.
- Host webinars and/or Hangouts for prospective and admitted students.
- Participate in student panels, graduate student advancement networking opportunities, and other public speaking events both locally and within the United States.
- Be part of an incoming student team to assist a group of incoming students with their pre-arrival questions and to promote incoming student engagement.
- Regularly attend Diversity and Inclusion Committee Meetings
  Conduct research on the best methods and areas to recruit traditionally underrepresented populations, as well as students whose scholarship addresses issues of diversity.

**SKILLS REQUIRED**

- Highly detail-oriented and organized
- Strong written and oral communicator
- Highly computer and technology proficient
- Self-starter who is able to work independently, identifying tasks on their own when limited communication with staff is available
- Self-identify as a traditionally underrepresented student and/or as a student whose scholarship addresses issues of diversity

**PREFERRED**

- Interest in graduate student adjustment and higher education admissions
- Desire to serve as a resource and support for prospective and incoming peer students

**TO APPLY** Email resume and statement of interest to Madeline Aiello: info@miis.edu