FEDERAL WORK-STUDY (required)  INSTITUTE WORK-STUDY

Fall ☐ Spring ☐ Summer

**Days per week:** Flexible, varies based on number of inquiries. There are specific dates you need to be available for:
Campus Preview Days in October, April and July (if on campus). We are also looking for candidates available 1-2pm Monday-Friday for campus tours

**Hours per week:** 7-10
**Pay rate:** $10.50/hour minimum

**JOB DESCRIPTION**

The Office of Enrollment is seeking a Student Ambassador in the Translation and Localization Management program to represent this program for prospective and admitted students for the 2016-2017 School Year (can continue through next school year as well). The Student Ambassador’s primary responsibility is to communicate with prospective students by phone, email, or Skype, answering questions about the Institute and the program, and helping ease the transition to graduate school.

**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 inquiries in a timely manner (no more than two days later).
- Prospective student phone calls, skype appointments and in-person meetings when appropriate.
- Providing prospective students with relevant on-campus resources.
- During Campus Preview Days, Ambassador will give program specific tours to visitors as well as attend program breakout sessions to offer their student perspective on the program.
- 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.
- 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.
- Work closely with Student Ambassador Liaisons in Enrollment to determine when questions should be forwarded elsewhere and providing feedback on student conversations when appropriate.

**SKILLS REQUIRED**
- Highly detail-oriented and organized
- Strong written and oral communicator
- Self-starter who is able to work independently, identifying tasks on their own when limited communication with staff is available
- Enthusiastic Advocate for the TLM program.
- Good rapport within the program (i.e. good relationships with fellow students, faculty, CACS, etc.)
- Public Speaking and ability to engage students of all different backgrounds
PREFFERED
- Computer and Technology Proficient (i.e. Skype, Hangouts and Adobe Connect)
- Desire to serve as a resource and support for incoming peer students
- Experience with social media to engage students.
- Customer Service Experience

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