

## *Heritage University Office of Admissions*

### *EAGLE AMBASSADOR JOB DESCRIPTION*



Heritage  
University

#### Position Description:

Students in the Eagle Ambassador program will serve as representatives for Heritage University and the Office of Admissions. The Ambassadors will lead campus tours, attend community events and connect with interested and incoming students. They will serve a critical role in promoting Heritage through social media, email and the web, and will also be assigned other duties in the office as time allows.

Being a part of the Ambassador program is a great way to work on campus and obtain desirable life skills that can be applied in future careers. Students will gain interpersonal skills, valuable customer service experience and will also improve their public speaking skills. Being a student ambassador will benefit the student and the university by preparing leaders for our campus community.

#### Qualifications:

- Must be a current Heritage University student in good academic standing.
- Must have the ability to work effectively with a team but also be able to work independently.
- Must have knowledge of the university's history, mission, academic and extracurricular programs, activities and the admissions and financial aid processes.
- Must be willing to help others, have good time management skills and be organized.
- Must be willing to work during evening and weekend events.
- Minimal GPA of 2.5 Cum.

#### Responsibilities:

- Commitment of 10 to 19 hours a week (hours will vary, this is an average range).
- Give campus tours to prospective students, their families, and other campus visitors.
- Serve as a liaison between prospective students and the various departments on campus.
- Contact prospective students by email, calls or in person.
- Represent the university in recruiting activities such as; regular high school visits, college fairs, information nights, etc.
- As well as any additional recruitment/admissions duties requested by the supervisor/Director.

**By signing and accepting below you acknowledge that you have read and agree to the terms outlined in this document**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact Sergio Avila, Enrollment Services Support Coordinator, with any questions at (509) 865-8528 or by email at [Avila\\_S@heritage.edu](mailto:Avila_S@heritage.edu)

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**Name:**

**Student I.D. #:**

**Major:**

**Phone Number:**

**Current Address:**

**Class Standing:**

**Resume and Fall/ Spring semester schedule (can be attached to the application)**

**Please provide a short answer to the following question:**

Describe a time when a staff member at Heritage University helped you in an effective way. What was helpful in the experience? How can you help a student in a similar way and provide the same quality of help?