STUDENT JOB DESCRIPTION

JOB TITLE: Student Ambassador

WORK AREA: Student Services

HOURS: 10 per week

TYPICAL WORK HOURS

☐ Daytime  ☒ Evening  ☐ Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Serve as host/hostess of the College. Give tours to perspective students. Call students who have indicated an interest in the college. Meet and greet dignitaries who come to the campus. Serve as a representative and leader at the College by participating and assisting in events and activities. Travel to high schools to promote the College.

QUALIFICATIONS: Must relate well with students and general public. Must be a people-oriented person. Must be dependable and punctual. Must maintain confidentiality.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

☐ Yes  ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: $15.00 per hour

NUMBER OF STUDENTS NEEDED:

2 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Lori Tostenson, Minnesota West

Location: Granite Falls Campus

Phone: 320-564-5010

Email Address: lori.tostenson@mnwest.edu