

Position Title: Admissions Ambassador
Department: Admissions
Reports to: Assistant Director of Visitor Experience
Hours per week: Average of 5
Hourly rate: \$15

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

Position Description

The MassArt Student Ambassador serves as a liaison of the student body, presenting a positive and authentic student perspective of the College to our guests and those interested in attending MassArt. Ambassadors will be expected to discuss all of MassArt's departments after going through a training process with our Tour Coordinator and Admissions staff.

This position can be completed in either a remote or hybrid capacity, whereas a tour guide may be asked to do on campus and/or remote work. Any and all work that is completed online, will be done remotely. Ambassadors are asked to interact with families, and prospective students both in an on-campus or remote capacity. Ambassadors may be asked to act as Tour Guides, assisting with on campus and virtual tours, or asked to assist with virtual or in person information sessions, one-on one virtual chats with prospective students, and any additional duties as tasked by the Admissions Office. This is also inclusive of in-office projects such as assisting with mailings, writing postcards, social media outreach initiatives, and other duties as assigned.

Ambassadors will also attend monthly meetings (remote or in person) with their Tour Coordinator, Student Experience + VE Coordinator, and Social Media Coordinator.

We are looking for students who have a genuine and authentic MassArt experience and want to share that with prospective students. Someone who enjoys working with diverse individuals and meeting new people. Student Ambassadors main objective is to give prospective students an idea of what it's like to be a student at MassArt. We are looking for folks who want to add to the MassArt community by assisting in the recruitment of the incoming class.

*COVID ADDENDUM: In the case that we are still amidst a pandemic. Ambassadors who are giving in-person tours must take precautions when interacting with the public and adhere to

institutional guidelines on physical distancing, contact tracing and quarantine if needed. The admissions office will follow National, State, and Institutional health guidelines to determine the status of any in-person tours. The status of in-person tours will be re-evaluated each semester. If an ambassador is deemed ineligible due to positive COVID testing to arrive on campus for any reason then they will complete remote duties in lieu of their on campus shift.

Skills Acquired:

- Leadership development
- Public speaking and communication skills
- Time management and organizational skills
- Interaction with diverse groups (prospective students of all ages, parents/family members, staff, faculty, administrators)
- Broader knowledge of and involvement in your school

Essential Functions:

- Must complete Admissions Moodle Training Course
- Participation in Admissions events whether virtual or in person
- Participation in remote working duties, including but not limited too: Hosting/Co-Hosting virtual information sessions or tours, hosting a one on one chat with prospective students either via email, or video chat, etc
- Additional duties as needed by the Admissions team.
- Answering emails/phone calls and generally providing information to prospective students
- Participation in projects like social media content generation, managing facebook chat, and other recruitment and yield projects.

Leadership Responsibilities:

- Attendance and participation in the 2022-23 Leadership Selection Process
- Must remain in good academic and disciplinary standing from date of hire through the end of employment
- Uphold and abide by the policies and procedures of the MassArt Student Handbook
- Check MassArt email and tour calendar at least once per day for the 2022-2023 academic year.