Non-Federal Work Study Job Description

Job Title: Student Ambassador  
Department: Office of Undergraduate Admission  
Supervisor/Contact Person: Candyce Coleman  
Address: 1950 3rd Street La Verne, CA  
Email: ccoleman2@laverne.edu  
Phone Number: (909)448-4024

The Student Ambassador program is designed to equip students with the knowledge and skills necessary for working in the college admission field. The intern is responsible with providing prospective students and their families with a comprehensive view of the educational philosophies, academic offerings, and campus activities available at the University of La Verne. This is open to both FWS and non-FWS students. Starting wages are $9.00 per hour.

Job Description:

- Providing campus tours to prospective students and their families  
- Assisting counselor with college fairs and high school visits  
- Assisting with Admission events such as Preview Days, Admitted Student Programs, Counselor Tours, and designated College Fair(s)  
- Assisting with various projects and eventually leading a project  
- Adding prospective students inquiries to the Admission mailing list  
- Assembling and handling materials for mass mailings  
- Assisting with answering student questions over the phone, in person, and via e-mail.  
- Other duties as assigned by members of the Office of Admission staff

Desired Start Date: July 1, 2015 or August 31, 2015

For more information on the Office of Undergraduate Admission, please visit:  
http://laverne.edu/admission/undergraduate/

**Please note that this position does require some heavy lifting on a periodic basis

Deadline to Apply: March 30, 2015

Please direct any questions you have about this position to Candyce Coleman in the Office of Admission at (909) 448-4024 or ccoleman2@laverne.edu

Applications are available online: http://sites.laverne.edu/admission-events/student-jobs/