



## Student Ambassador

**Department: Undergraduate Admissions**

### POSITION SUMMARY

A Student Ambassador represents Rivier University to prospective students and families, as well as supports Admission staff in daily office operations. The ideal candidate will be passionate about Rivier University and have the ability to communicate the value of a Rivier education to all visitors.

### Examples of Duties:

1. Provide enthusiastic and effective tours of the Rivier campus to visiting students and families.
2. Participate in weekend Admission events, including Open Houses and Information Sessions. Participation includes engaging with visiting students and families, as well as giving comprehensive tours of the campus.
3. Answer phones and conduct phone outreach to prospective students
4. Assemble mailings and deliver them to the mail room
5. Make various deliveries around campus
6. Paperwork filing
7. Maintain a clean and organized Student Ambassador Work room
8. Photocopying
9. Manage the front desk
10. Event set up and break down
11. Assemble folders for various events
12. Assemble guidance counselor packets
13. Assemble and mail acceptance packets

### POSITION QUALIFICATIONS

Skills:	Public speaking and effective communication skills, knowledge of Rivier's mission, campus, and academic programs, time management and dependability, positive attitude and enthusiasm, ability to work as part of a team, desire to help others, availability to work several weekend events
Mental Demands:	Ability to study and memorize the tour route and script. Desire to learn about the Rivier community including its founding and mission. Ability to retain information pertaining to several of Rivier's academic programs, athletics, and extracurricular opportunities.
Physical Demands:	Requires sitting occasionally for extended periods of time. Requires the ability to lead students and families on walking tours of the campus that can last up to an hour (rain or shine). Ability to lift, pull, bend, grasp, and occasionally lift up to 20 lbs.
Visual Demands:	Minimal work on a computer, but heavy visual demands to read paperwork, mailings, filings, etc.
Environment:	Pleasant office setting, supervisors have open-door policy, comfortable temperature.

## APPLICATION

This position reports to the Assistant Director of Undergraduate Admissions, and the Executive Director of Undergraduate and Graduate Admissions.

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