|  |  |
| --- | --- |
| **Title of Position** | Student Ambassador |
| **Department** | Fleming Contact Centre |

**Primary Job Duties**

**Inventory No. / Job Task Details**

4.03 Conduct telephone interviews with prospective and current students, employers and community members; following established protocols (scripts, reference manuals, etc.) and/or the use of a computer automated telephone interview (CATI) system.

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail