**Title of Position:**  Student Recruitment Student Ambassador

**Division/Department:** Student Recruitment /Marketing

**Job Duties**

Assists Student Recruitment Officer to:

• Book and conduct campus tours for prospective students (individuals and groups)

• Answer prospective students questions and conduct follow-up communication in person, via email and phone

• Respond to phone and e-mail requests for printed materials, tours and other inquiries

• Catalogue/organize promotional materials and take inventory of supplies

• Prepare and print mailing lists

• Label and package materials for mailing

• Assist with organizing promotional activities, on-site and off-site

• Prepare, package and load materials needed for trade shows or other recruitment events

• Assist with planning and execution of on-campus recruitment events such as Open House, CIP and Dual Credit Tours. Must be available to work both Fall and Spring Open House events which occur on a Saturday. Occasional Saturday or evening shifts may be scheduled as required.

• Assist with preparing materials for Grad Recruiters and Student Recruitment Officers including; photocopying, downloading and packing of recruitment materials

• Catalogue photos and other materials

• Distribute various information throughout the College

• Other duties as required

**Qualifications**

* Current Fleming student
* Knowledge of Fleming College programs and services
* Previous customer service experience
* Public speaking experience with both small and large groups
* Excellent communication skills, both written and oral
* Strong interpersonal and presentation skills
* Excellent Organizational and priority setting skills and ability to problem solve and deal with multiple tasks
* Ability to work under minimal supervision
* Familiarity with basic office equipment ( photocopier, fax, phone)
* Basic proficiency on desktop applications ( e-mail, internet, word processing, spreadsheet, data base)
* Ability to lift and move boxes and display materials that can weigh up to 30lbsGood judgment in responding to inquiries with ability to relay information
* Ability to follow verbal and written instructions with general supervision
* Ability to communicate effectively and function as a team player

**Additional Information (i.e.special equipment or travel)**