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

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

**Job Duties**

* Under the guidance of the Student Recruitment Officer, provide student leadership for the Student Ambassadors group including assisting with:
	+ Ensures all Student Ambassadors are fully trained and completing assigned tasks
	+ Acts as a role model and fields questions from the Student Ambassadors
	+ Ensures accurate and comprehensive communication among the Student Ambassador team
	+ Confirms all tours have been booked and a Student Ambassador has been scheduled to cover each tour
* 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**

* High level or organization skills with ability to multi-task and stay calm in stressful situations
* Ability to lead a team and provide direction
* Knowledge of marketing techniques
* 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 30lbs
* Good judgment in responding to inquiries with ability to relay information
* Ability to communicate effectively and function as a team player
* Previous experience as a Student Ambassador is strongly preferred

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