TCTC Student Ambassador

DEPARTMENT: **Recruitment, Admissions, & Orientation**

JOB TITLE: **TCTC Student Ambassador**

SUPERVISOR: **Clorissa Miller, Campus Visit Coordinator**
Ruby Hicks, RH-180
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864-646-2059

DUTIES:

The role for a TCTC Student Ambassador is to provide guidance and information about TCTC to prospective and current students, their families, and other campus visitors. Student Ambassadors must be able to give guided tours and tell stories, answer questions and also relay pertinent information to prospective students and their families about all facets of the TCTC experience. Office work is plentiful and not limited to filing, mailings, organizing, creating tour itineraries, supporting the RAO team with outgoing calls, assisting with Orientation, and sessions. Other duties will also help cover Welcome Center stations in Ruby Hicks Hall on the Pendleton Campus and participate in special on-campus events and other meetings that are required.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 10 hours per week, dependent upon work load

PAY INFORMATION: $10 per hour

Location: Pendleton Campus