Team of Undergraduate Recruiters (TOUR) Program
TOUR Ambassador Position Description
Campus Visitor Center/Office of Admissions
Oregon State University

The Office of Admissions employs qualified, currently enrolled undergraduates as paid tour ambassadors for the Team Of Undergraduate Recruiters Program. Tour Ambassadors conduct campus and housing tours, represent OSU during recruiting events & open houses, and have weekly office hours. Successful candidates enjoy working with people; have a wide range of OSU experiences and a willingness to share these experiences with prospective students and their families. Bilingual candidates are encouraged to apply.

Period of Employment: July 1, 2016 – June 30, 2017
Application Deadline: Sat., Feb. 6, 2016 @ 5:00pm

Work Requirements:
- Approx. five (5) scheduled office hours per week
- Sign-Up for Group Tours
- Weekly staff meetings
- Additional hours representing OSU at various recruiting events and open houses.

Contact:
Alex Galbreath
110 Kerr Administration Bldg.
(541) 737 - 3418
alexandra@oregonstate.edu

Responsibilities
- Correspond with prospective students regarding visitation opportunities, arrange on-campus visit itineraries and conduct guided campus and housing tours Monday through Friday, 8am to 5pm.
- Represent Oregon State during:
  - Fall Preview Visit Program (10/14/2016)
  - Beaver Open House Visit Program (11/5/2016)
  - Spring Visit Programs (various dates Feb. 2017-April 2017)
  - OSU Nights Programs
- Assist with recruitment activities/programs including campus visitation programs and group tours.
- Regularly interact with other OSU ambassador groups and provide student recruitment assistance to the undergraduate colleges.
- Attend weekly staff meetings.
- Assist the Office of Admissions with a variety of office related tasks.
- Give group/special tours outside regular work hours.
- All other duties as assigned.

Qualifications
- Current undergraduate student in good academic standing.
- Full time student at Oregon State University for at least three terms with the intention of remaining a full-time student during the 2016-17 academic year.
- Demonstrate excellent communication and interpersonal skills.
- Ability to effectively and positively represent Oregon State University.
- Commitment to promoting diversity.
- Knowledge of resources and services at Oregon State University.
- Well-rounded academic and co-curricular experiences at OSU.
- Exhibit leadership, initiative, dependability, discipline and self-confidence.
- Possess a current, valid driver’s license.