### JOB TITLE: Diversity Team Ambassador

**DEPARTMENT:** Admissions

**CONTACT PERSON/EMAIL/PHONE #:** David Stewart, Asst Director of Admissions, stewartd@etown.edu, 361-1166.

**TO APPLY:** Email completed application to stewartd@etown.edu. **Deadline:** Fri, April 27, 2012

### STUDENT JOB DESCRIPTION: Diversity Ambassadors

Diversity Ambassadors will represent Elizabethtown College on campus at various Office of Admission functions and events that focus on increasing campus diversity. Diversity Ambassadors will work as a team and work closely with the Coordinator of Multicultural Recruitment.

### QUALIFICATIONS:

- Represent the Diversity Team at campus admission forums and recruitment events.
- Assist the Diversity Coordinator and the Office of Admissions personnel with the office mailings, manuals, pamphlets, and any other publications as it relates specifically to underrepresented students.
- Participate in telephone-a-thons specifically directed towards recruitment under-represented student populations.
- Serve as weekend hosts for overnight programs for under-represented students.
- Assist with tours of underrepresented groups visit the campus of Elizabethtown College.
- Attend bi-weekly meetings and/or trainings scheduled by the Diversity Coordinators.
- Research underrepresented scholarships.

### PHYSICAL DEMANDS

- Regularly required to move about.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.

### HOURS and/or HOURS PER WEEK REQUIRED: Monday thru Thursday, 6-8pm

**PAY RATE:** $7.30 per hour

**SPECIAL SKILLS** (for example, drivers license, CPR certification, etc.): AA/EOE