



STUDENT JOB OPPORTUNITY

JOB TITLE: Diversity Team Ambassador

DEPARTMENT: Office of Admissions

CONTACT PERSON/EMAIL/PHONE #: David Stewart/stewartd@etown.edu/717-361-1166
TO APPLY: E-mail David Stewart for Office of Admissions application.

STUDENT JOB DESCRIPTION:

Diversity Ambassador 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.

Diversity Ambassador should be personable and have a sincere interest in working with prospective students and families from multi-cultural backgrounds that include race/ethnicity, sexual orientation, and religious differences. Strong writing skills and having overnight host training a plus.

If interested, please contact David Stewart for application and complete on or before **January 21, 2018**.

Hours Required: Varied

QUALIFICATIONS/RESPONSIBILITIES:

- 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.
- Assist with tours of underrepresented groups visit the campus of Elizabethtown College.
- Attend bi-weekly meetings and/or trainings scheduled by the Diversity Coordinators/Program Manager.
- Research underrepresented scholarships.
- Attend scheduled Diversity Team meetings throughout the semester.
- Creating Diversit-E newsletter periodical on cultural events.

PHYSICAL DEMANDS

- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions in a friendly manner.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

HOURS and/or HOURS PER WEEK REQUIRED: Varied

PAY RATE: \$7.50

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.): N/A

AA/EOE