

Student Ambassador (volunteer)

Department: Registrar's Office, St. Jerome's University

Reports to: Manager, Outreach and Recruitment

Effective Date: Term Based

Your Role:

As a Student Ambassador, you are tasked with generating awareness of St. Jerome's University to prospective students, families, and visitors by conducting tours and being present at events. This role requires someone who is comfortable following procedures and demonstrates good judgment in interacting with diverse audiences. By reporting to the Registrar's Office at St. Jerome's University, your suggestions and ideas are encouraged to assist in strengthening recruitment efforts of the University.

Job Responsibilities:

- Complete and understand the training manual
- Attend a mandatory group training session
- Conduct tours for prospective students and families ensuring;
 - Arrive for your tour ten minutes early and begin the tour on time
 - Follow all safety procedures (using crosswalks and sidewalks, storm protocols, etc.)
 - Conveying accurate and compelling information
 - Following a designated tour route
 - Answering questions to the best of your ability
 - Staying within the desired tour time allotted
 - Guiding guests back to their original pickup location
- Attend mandatory events (Fall Open House, March Break Open House, You@Waterloo Day, etc.)
- Attend monthly Ambassador meetings
- Stay up to date through relevant communication channels (Microsoft teams and Outlook)
- Notifying the Manager, Outreach and Recruitment of any challenges or issues

Qualifications:

- Currently enrolled student at St. Jerome's University or University of Waterloo
- Must have excellent communication and interpersonal skills
- Strong ability to work well individually and as part of a team
- Effective organization skills
- Great time-management skills

Students who are interested in this position are encouraged to submit their resume and cover letter to Jameson Olheiser at jameson.olheiser@uwaterloo.ca. We thank all those who apply, however only those selected for an interview will be contacted. The University respects, appreciates and encourages diversity. Applications from all qualified individuals are encouraged.

We acknowledge, with respect, that St. Jerome's University and the University of Waterloo reside and operate on the traditional territory of the Attawandaron, Anishinaabeg, and Haudenosaunee peoples. Our University is situated on the Haldimand Tract, the land Frederick Haldimand granted to the Haudenosaunee of the Six Nations of the Grand River in 1784 that includes 10 kilometers on both sides of the Grand River and extends from its source to Lake Erie.

We give thanks for the privilege to work and live on this land, and we are committed to building respectful relationships with Indigenous people and communities, to enhance our knowledge, and learn how we can have an active role in reconciliation.