



Northeast
Wisconsin Technical College
POSITION ANNOUNCEMENT

Job Order 600479
October 29, 2010

Student Ambassador -Part-time

LOCATION: Green Bay Campus

HOURS: Various day and evening hours throughout school year.

ANTICIPATED START DATE: November 2010

SALARY: \$9.00 per hour

POSITION REPORTS TO: Supervisor, Student Involvement

Application available on website: www.nwtc.edu **Contact information:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, PO Box 19042, Green Bay, WI 54307-9042. More information available on website: <http://www.nwtc.edu/atnwtc/student-life/studentambassador/Pages/home.aspx> E-mail address: hr@nwtc.edu

GENERAL DUTIES AND RESPONSIBILITIES

- Conduct divisional tours during all campus recruitment events.
- Participate in campus events such as Welcome Back Celebration, Tech Awareness, College Preview Night and Tech Challenge, Orientation.
- Develop special projects within the Student Services division.
- Attend mandatory trainings, retreats and orientations for the Student Ambassador program (Times and dates TBA).
- Contribute and interact positively and persuasively with new and prospective students.
- Connect students to NWTC services and programs as needed.
- Serve as a peer advisor and resource person for fellow students through participation in Ask an Ambassador or the Ambassador Blog.
- Attend bi-weekly meetings (one hour commitment).

GENERAL QUALIFICATIONS

- Enrolled at NWTC in a minimum of six credits per semester.
- Graduation date of May 2010 or later.
- Have a 2.75 GPA or better and maintain this while serving in the Student Ambassador role.
- Be interested in developing leadership, public speaking, and event coordination experience.
- Possess strong interpersonal and organizational skills.
- Reliable, flexible and punctual. Available to work on occasional evenings and weekends.
- Strong written and oral communication skills.
- Ability to work independently as well as a member of a team and facilitate group discussions and present to small and large groups of people within a diverse population.
- Enjoy assisting others and contributing to their success.

PHYSICAL DEMANDS: (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Specific vision abilities required by this job include close, far, and field of vision. This position requires regular and punctual employee presence.

[CURRENT NWTC EMPLOYEES APPLY HERE](#)

[EXTERNAL CANDIDATES APPLY HERE](#)
