

FEDERAL WORK-STUDY

ADMISSIONS- STUDENT AMBASSADOR

This is a part-time, Federal Work-Study position that reports to the Admissions Advisor and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

This position is responsible for being an ambassador of the college, modeling a good and involved student, while also assisting in admissions related activities.

- Contact prospective students
- Assist in preparation of recruitment events (making folders, reminder calls, event setup)
- Give tours to prospective students
- Other duties as assigned
- Be available to work a minimum of 2 hours per shift for up to 10 hours per week

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. This individual will need to be a self-starter with the ability to work with little guidance at times. Position does require familiarity with Microsoft Office. Prefer students who are involved in the Student Government Association.

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select “Admissions-Student Ambassador” to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.