

Job title: Housing Ambassador
Fall 2017 – Spring 2018

Description

Housing ambassadors are primarily responsible for conducting daily tours of housing facilities, participating in housing recruitment events, providing customer service to students and their families during campus visits and providing general office support for Housing and Residence Life as needed. Candidates for the Housing Ambassador position should have excellent communication and interpersonal skills. They should be knowledgeable and committed to learning more about UNC Charlotte and the Department of Housing and Residence Life. They must also be able to effectively express and represent the living on-campus experience in a positive way. Candidates are required to live-on campus while they hold the Housing Ambassador position.

Responsibilities

- Lead tours of prospective students and families on daily scheduled tours and walk ins
 - o Conducts walking tour to showcase housing communities and tour rooms
 - o Positively discusses the facilities and amenities offered through the Housing and Residence Life department
 - o Positively discusses personal experiences from living on campus
 - o Work collaboratively with campus partners during all functions
- Assist with campus collaboration days (EXPLORE and Admitted Students Day)
 - o Staff an information table with Housing Staff Members during the resource fair to be able to answer questions and give tours of the halls
- Help maintain appearance of tour rooms and locations
- Assist in the Housing and Residence Life Office
- Attend staff meetings
- Assist with special events throughout the year
- Assist with recruitment and training of new staff
- Work up to 20 hours a week
- Perform other tasks and duties as assigned

Qualifications

- Candidates must have on campus living experience and must live on-campus at UNC Charlotte while holding the Housing Ambassador position
- In good academic and conduct standing with the university
- In good standing with the Department of Housing and Residence Life
- Cumulative GPA of 2.5 or higher at the time of hire and throughout holding the position
- Excellent communication and interpersonal skills
- Must be knowledgeable about UNC Charlotte and the Department of Housing and Residence Life
- Able to effectively and positively represent UNC Charlotte and the Department of Housing and Residence Life

Compensation

- Starting pay is \$8.25 – \$8.50 an hour
- Housing and Residence Life Apparel
- Excellent leadership, communications, customer service skills, and public speaking experiences for future positions and endeavors

Questions?

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