

Job title: Summer Housing Ambassador 2017

## Description

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Summer 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, and providing general office support for Housing and Residence Life as needed. Candidates for the Summer 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 Summer Housing Ambassador position and participate in the on-call rotation.

## Responsibilities

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- 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 discuss 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 Student Orientation and Registration (SOAR) sessions
  - o Staff an information table with Housing staff members during the Resource Fair to be able to answer questions
- Help maintain appearance of tour rooms and locations
- Attend staff meetings
- Assist with on-call responsibilities in intern housing
- Assist with recruitment and training of new staff
- Work up to 30 hours a week
- Perform other tasks and duties as assigned

## Qualifications

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- Candidates must have on campus living experience and live on-campus at UNC Charlotte while holding the Summer Housing Ambassador position (May 21 – August 12)
- 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
- Not permitted to take classes online or classes outside of work hours or on call rotation.

## Compensation

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- Starting pay is \$7.90 - \$8.15 an hour
- Housing, cable, internet, laundry allowance
- Housing and Residence Life Apparel

## Questions?

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