

WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT
Student Ambassador – Work Study



<i>Department</i>	Center for Recruitment & Orientation
<i>Campus & Location</i>	Welcome Center – CTC & Lowry
<i>Supervisor</i>	Nereida Arroyo-Ramirez, CTC 303-360-4918 Nereida.Arroyo-Ramirez@ccaaurora.edu Maria Olivas – Lowry 303-340-7205 Maria.Olivas@ccaaurora.edu

General Description

The Welcome Centers are committed to give a welcoming environment by listening intently and with el Corazon. We uphold respect to all guest by providing detailed information and resources.

Duties & Responsibilities

- Both Campuses
- Provides Campus tours
- Assist students with the Getting Started Process
- Assist with Open House Events, Fox Visits & Orientations
- Data Entry
- Issue Student/Staff IDs
- Knowledgeable of school policies & procedures
- Assist students with appointment locations
- Provide information about campus to visitors

Qualifications

- Friendly
- Flexible
- Quick Learner
- Patience
- Reliable
- Excellent Customer Service Skills
- Work Study Eligible

Number of Hours Per Week 20

