



## Student Ambassador Job Description

**Type of Position:** Student Worker, Part-Time  
**Commitment:** 15 – 20 hours per week  
**Department:** Office of Admissions  
**Reports To:** Managing Assistant Director, Campus Experience

Kean Ambassadors are the foremost brand representatives of Kean University. This team of up to 40 students showcases our Union, NJ campus by hosting personalized tours and providing daily, front-end admissions office coverage year-round. Further, they work in tandem with Admissions Counselors, full-time staff who guide prospective students through the application process. Kean Ambassadors' mission is to provide a world-class service experience to their future classmates.

### Responsibilities:

- Provide scheduled and walk-in campus tours
- Route inbound calls and e-mails to the appropriate Admissions Counselor
- Encourage prospective students to visit campus and apply to Kean
- Support event and office operations, including: prepackaging, filing, copying, etc.
- Support recruitment projects on and off campus
- Represent the university with the highest level of professionalism and pride

### Physical/Environmental Requirements

- Must be able to move for long periods of time
- Must be able to lift 10 – 40 lbs.
- Must be available to work nights and weekends as dictated by Admissions events calendar for events such as Open House and Dinner with the Dean

### Preferred Experience:

- Full time student in good academic standing (minimum 3.0 GPA)
- Must have completed at least two semesters prior to date of hire
- Must be well organized, focused, and have a strong attention to detail
- Able to foster an informative and positive experience for prospective students
- Comfortable with public speaking, and able to work without direct supervision
- Proficiency in Microsoft Office preferred
- Must maintain a professional appearance and positive attitude under pressure
- Must be customer satisfaction oriented
- Must express a genuine sense of pride and enthusiasm for Kean University
- Must understand and adhere to the importance of customer confidentiality and the accuracy of information provided to prospective students



## Kean Student Ambassador Application Overview

### Application Items

*Please submit the following information in one PDF no later than 5:00 PM on January 31<sup>st</sup> to [rodjanel@kean.edu](mailto:rodjanel@kean.edu). Alternatively, you may drop off the completed application to the Office of Admissions in Kean Hall. Incomplete applications will not be considered.*

- Current Resume
- Cover Letter
- Application for Employment Form (on the next page)
- One letter of recommendation from a faculty or staff member at Kean University, or a current/previous employer/supervisor. The person writing the letter on your behalf cannot be related to you. Please include the letter with your application submission.

*Apply early, as positions may be filled on a rolling basis. Student ambassador positions are filled based upon availability and the needs of the Office of Admissions. If no positions are currently available, we will notify you and file your information until availability permits.*

**KEAN UNIVERSITY**1000 MORRIS AVENUE  
UNION, NJ 07083Position applied for:  
  
\_\_\_\_\_ Student Employment**APPLICATION FOR  
EMPLOYMENT**Availability (Please check each work shift for which you are available):  Day Shift  Evening Shift  Weekends**Please PRINT legibly or TYPE answers. Please be aware that misrepresentation may be cause for removal.**

Last Name	First Name	MI	Date
Street Address			Home Phone #
City	State	Zip	Alternate Phone # or Email Address
Have you ever applied for employment at Kean University? <input type="checkbox"/> Yes* <input type="checkbox"/> No (*If yes, state month and year):		Are you of legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security # / Student ID #			

**Proof of Age, Education, Military Status, Citizenship and Work Eligibility may be required upon employment offer.**

- What degree are you currently pursuing?  Graduate Degree  Undergraduate Degree\*  
(\*If you are an undergraduate student, indicate your current year of college):  Freshman  Sophomore  Junior  Senior
- Are you receiving financial assistance (grants and/or loans) from our Financial Aid Office?  Yes  No
- What is your major? \_\_\_\_\_
- What is your expected graduation date? \_\_\_\_\_
- Are you currently employed by Kean University?  Yes\*  No (\*If yes, indicate department): \_\_\_\_\_
- Are you either a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No
- Are you in the U.S. on a visa which permits you to work at Kean University?  Yes  No Visa Type: \_\_\_\_\_
- Are you a Veteran?  Yes\*  No  
(\*If yes, have you established Veterans Preference with the New Jersey Civil Service Commission after April 1, 1980?):  
 Yes  No
- Have you ever worked or been educated under a different name?  Yes\*  No  
(\*If yes, under what name?): \_\_\_\_\_
- How did you hear about this position?  Friend/Relative  University Website  Other (please specify): \_\_\_\_\_
- Please list any friends or relatives currently working at Kean University: \_\_\_\_\_

**Education, Skills and Abilities**

	Name and Location of School	Course of study	No. Years Completed	Did you graduate?	Degree or Diploma
High School (last attended):				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Formal Training (include Military):				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Please list any relevant skills, training, licenses, etc. that have given you the knowledge and abilities for this position:**  
  
\_\_\_\_\_

List all employment starting with your current or most recent employer, including military experience. PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

Company Name	Phone #
Address	Employed (Month and Year) From _____ to _____
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving
Company Name	Phone #
Address	Employed (Month and Year) From _____ to _____
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving
Company Name	Phone #
Address	Employed (Month and Year) From _____ to _____
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving

**REFERENCES:** List below 3 people unrelated to you whom we may contact for information concerning your qualifications.

Name	Address	Phone #	Occupation

**Person to Be Notified in Case of Accident or Emergency**

Name	Phone #
Address	Relationship

**Americans with Disabilities Act:** Pursuant to the Americans with Disabilities Act, an individual with a disability may request a reasonable accommodation in order to participate in the employment application process at Kean University. Requests for accommodation should be addressed to the ADA Coordinator in the Office of Human Resources by phone at 908-737-3300 or by email to hr@kean.edu.

**I authorize** my former employers to release any information they may have concerning my employment record and I release Kean University and all previous employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of Kean University to verify any and all information contained in this application, including education and to review any and all criminal history, military and disciplinary records of any source.

**I certify** that the information on this application is complete and accurate to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate termination if I become employed by Kean University.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS SECTION FOR HUMAN RESOURCES USE ONLY**

Interviewer's Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_