

# **CROWDER**

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# **COLLEGE**

Neosho\* Webb City\* Nevada\* Cassville

## **STUDENT AMBASSADOR DUTIES/TOUR GUIDE SCHOLARSHIP**

\*Freshmen and Sophomores May Apply

### **Specific Admissions Office Duties:**

- Give daily campus tours- *Primary Duty*
- Be available to answer general questions about Crowder College for other students and visitors.
- Staff office as needed during the week.
- Answer phone as well as assist recruiters in making phone calls to prospective students.
- Various clerical work (i.e. data entry, filing, building information packets, etc.)
- Assist students with taking ID's.
- Update and maintain bulletin boards.
- Keep work areas clean.
- Other duties as assigned.

### **General Duties:**

- Maintain a 2.5 GPA as a full time student.
- Work 10 scheduled hours per week in the student services office of assignment. If you must miss work, you are required to fill out an absence form.
- Serve as host/hostess at campus events.
- Assist with recruitment of new students.
- Participate in community and charity events.
- Act as a model of the ideal Crowder student.
- Dress appropriate.
- Use appropriate language.
- Report to work on time.
- Work consistently (Stay Busy).
- Treat other Crowder employees with respect.

### **Scholarship Received:**

- \$700 in tuition and \$100 toward books/fees per semester.