The Office of Admissions employs qualified, currently enrolled undergraduates as paid TOUR Ambassadors and Diversity TOUR Ambassadors. TOUR Ambassadors/Diversity TOUR Ambassadors conduct campus and housing tours, represent OSU during recruitment events & open houses, and have weekly hours working in the Welcome Center. Diversity TOUR Ambassadors have additional duties specific to multicultural recruitment, including attending application workshops, college fairs and calling prospective students. Successful candidates enjoy working with people; have a wide range of OSU experiences and a willingness to share these experiences with prospective students and their families. Bilingual candidates are encouraged to apply.

Period of Employment:
July 1, 2019 – June 30, 2020 (or September 12, 2019 – June 30, 2020)

Work Requirements:
- Minimum five (5) scheduled hours working in the Welcome Center per week
- 3 Group Tours per term
- Attend weekly staff meetings (Tuesdays, 4:30-5:15pm)
- Attend required on-campus Fall Training: September 12, 2019 – September 20, 2019
- Additional hours representing OSU at various recruiting events and open houses. Required dates:
  - Friday, October 11, 2019
  - Saturday, November 2, 2019
  - Saturday, November 23, 2019
  - Monday, February 17, 2020
  - Monday, March 23, 2020 or Friday, March 27, 2020
  - Friday, April 3, 2020
  - Friday, April 10, 2020

**These dates are subject to change, participation is still required.

Spring Class
All applicants offered a position as a TOUR Ambassador or Diversity TOUR Ambassador must successfully complete a 2-credit, upper-division course during Spring Term 2019 prior to official hiring.

Responsibilities
- Correspond with prospective students regarding visitation opportunities, arrange on-campus visit itineraries and conduct guided campus and housing tours, which are offered Monday through Friday, 8am to 5pm
- Represent Oregon State during on-campus open house programs
- Assist with recruitment activities/programs including on-and off-campus programs
- Regularly interact with other OSU ambassador groups
- Assist the Office of Admissions with a variety of office related tasks
- Give group/special tours outside regular work hours
• Diversity TOUR Ambassadors have additional duties specific to multicultural recruitment
  • Attend application workshops and college fair
  • Participate in calling and hand-written note campaigns
  • All other duties as assigned

Qualifications
• Current undergraduate student in good academic standing.
• Current full-time student at Oregon State University, who will have completed at least three terms prior to Summer 2019, with the intention of remaining a full-time student during the 2019-2020 academic year
• Demonstrate excellent communication and interpersonal skills
• Ability to effectively and positively represent Oregon State University
• Knowledge of resources and services at Oregon State University
• Well-rounded academic and co-curricular experiences at OSU
• Exhibit leadership, initiative, dependability, discipline and self-confidence
• Successfully complete a Criminal History Check

Preferred Qualifications
• A demonstrable commitment to promoting and enhancing diversity
• Bilingual; Spanish preferred
• Possess a current, valid driver's license

Why be a TOUR Ambassador?

“Being a TOUR Ambassador has allowed me to show potential students why I love this university, allowing them to be one step closer to deciding where to attend college. Helping them through this process is incredibly rewarding” – Monica K., 3rd year TOUR Ambassador

“Makes me appreciate my time at Oregon State so much more and makes my college experience more memorable” – Thomas T., 2nd year TOUR Ambassador

“As a Diversity TOUR Ambassador, I enjoy sharing my first-generation student experiences in a meaningful way with prospective Beavers that may help them to be more prepared in the college application process” – Angel H., 2nd year Diversity TOUR Ambassador

“This job is the perfect way to hone your written and verbal communication skills, two of the most sought after skills for recent college grads. Also, Go Beavs!” – Jedd C., 4th year TOUR Ambassador

"Being a Diversity TOUR Ambassador gives me the opportunity to share my experiences and knowledge about Oregon State to help prospective students in their college search. This opportunity has been incredibly rewarding and has helped me enhance my communication skills." - Mateo G., 1st year Diversity TOUR Ambassador