

The BAIC Ambassador will assist the office in the following areas:

Duties

- Provide a welcoming and inclusive environment to all BAIC visitors.
- Promote and market BAIC events and programs.
- Answer the telephone in a professional and courteous manner.
- Greet and log visitors using a swipe system.
- Monitor Bowman Center email.
- Schedule advising meetings and triage students to appropriate resources.
- Assist students, faculty, staff, administration and others visiting the office by responding to questions and concerns.
- Organize and maintain office area, lounge and storage closets.
- Deliver materials to other offices across campus.
- Assist in the preparation and distribution of reports and mass mailings.
- Check voicemail for messages at least three times a day.
- Other tasks as assigned.

Supervision Received

The Ambassador will report directly to the Administrative Assistant and Assistant Director in the Thea Bowman AHANA and Intercultural Center.

Qualifications

- Undergraduate student in good academic standing at the University.
- Student who takes initiative and is accountable for their actions.
- Student with enthusiasm and energy around our mission, services, and the students we serve.
- Must have excellent computer skills in MSWord, Excel, PowerPoint, Google applications and BC applications.
- Strong organizational skills and the ability to communicate effectively.
- Ability to interact and deal effectively with a diverse population.
- Delivering materials to other offices across campus.
- Graphic design experience preferred.

Salary and hours

Academic Year: \$12/hour and up to 7 hours per week

Summer: \$12/hour and up to 20 hours per week