

Department: Office of Admissions

Position Title &

Code: Ambassador Coordinator and Advisor - SAO0010

Closing Date: 11/12/18

Salary: \$50,000 - \$55,000

Background

check: Background check is required

Description: Applying skills as a seasoned, experienced recruitment and admissions professional, plans and develops strategies utilizing student ambassador for high school and community college recruitment. Hires, Trains, Develops Program, Reports and Supervises student ambassadors. Identifies potential students, provides information, and ensures good relationships with the public and institutions and organizations involved in outreach/recruitment and independently reviews applications for admission, using professional judgment in determining whether applicant meets the requirements for admission, making exceptions to admissions requirements, and taking into account a variety of requirements. Recommends improvements/modifications to the program.

ESSENTIAL DUTIES OF THE JOB:

- Manages and supervises student ambassadors at multiple remote sites. Hires, trains, schedules, supervises, monitors progress of student ambassador staff.
- Develops excellent collaborative relations with participating school personnel to facilitate coordination of activities. Provides updates and open communication with liaisons at school sites.
- Plans and develops recruitment strategies utilizing student ambassadors at high schools and community colleges.
- Develops and implement alumni, staff and faculty as ambassadors for recruitment of new students.

- Qualifications:**
- Bachelor's degree in related area and minimum three years of directly related experience and/or equivalent experience/training.
 - Master's degree in Higher Education, Leadership, or Student Development, or related field, **PERFERRED**.
 - Knowledge and experience working with a diverse student population.

- Working knowledge of UC Merced, and the ability to interpret policies and procedures to prospective applicants and the public.
- Working knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at UC Merced.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Working/ knowledge of admissions requirements for campus/school/college.
- Experience in managing student staff and their supervision.
- Ability to develop recruitment programs, and design effective materials, PREFERRED.
- Good to strong assessment and reporting knowledge, PREFERRED.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>