



iSchool Ambassadors Graduate Hourly Position

Description:

iSchool Ambassadors are a group of students dedicated to promoting the mission and vision of the iSchool at Illinois. These iSchool Ambassadors will work directly with Enrollment Management and serve as a direct line of communication to the student experience for prospective and incoming students. In this role, iSchool Ambassadors will offer critical support to on-campus and virtual recruitment as well as yield efforts. This will be a paid graduate hourly position that requires approximately *5-10 hours per week*.

Primary Job Functions:

- Connect with prospective and incoming iSchool students via email and in-person.
- Host virtual information sessions for prospective and incoming students.
- Assist Recruitment and Admissions team in developing creative engagement opportunities for prospective students.
- Advertise and promote iSchool recruitment and yield events using digital and social media platforms.
- Assist with the creation of advertising materials for recruitment and admissions programs, events, and services.
- Assist with yield efforts among admitted MS students.
- Perform other duties as assigned.

Qualifications:

- Enrollment in an iSchool graduate program
- Excellent organization, time management, and communication skills
- Proficiency with Microsoft Office Suite
- Experience with various social media channels
- Ability to work well with others
- Ability to maintain confidential, sensitive, and private data
- A keen interest in promoting iSchool graduate programs to others

Application Directions:

Interested applicants should apply for this position on Handshake: <https://app.joinhandshake.com/emp/jobs/6745455>. **Applications will be accepted from August 1 to August 15 at 5 p.m. CST.**