

LEADERSHIP DEVELOPMENT PROGRAM 2019-2020

Position title: Admissions Ambassador

Reports to: Admissions Assistant Director

Positions available: 5

Time commitment: bi-weekly 1 hour team meetings; 2 - 3 hours, training weeks; event weeks; recruitment trips

Position start date: September 2, 2019

Works closely with: Admissions Student Assistants, Other student leaders

PROGRAM DESCRIPTION:

The purpose of this program is to give visibility to LCC and its programs through recruitment strategies such as introduce high school students (both EU and non-EU) to LCC community, inform them about our BA and MA programs, invite them to take part in LCC events (e.g. CMAP or English Club), Open Door Days, University Days or any other events taking place on LCC campus or off Campus.

STUDENT LEADER JOB SUMMARY

An Admissions Ambassador works with the Admissions team to foster positive relationships with our prospective students and their parents. The Ambassadors will be involved in hosting events on campus and in the dorms which will allow prospective students to encounter LCC's atmosphere. All activities in the Admissions office are aimed towards recruiting the incoming class of students; therefore the focus will be on these objectives. Events will vary during the year. Hosting will typically fall on a Friday night or even weekend.

AREAS OF RESPONSIBILITY

- Host tours and provide information to institutional guests and LCC prospective students
- Host prospective student in a dorm room when needed (overnight guest) and ensure he/she feels safe and secure while visiting the campus (work with RA's and RD's to gather mattresses and linens for overnight guests to use in rooms).
- Participate in possible after-hour events (movie nights, sport nights, etc) and assist with various tasks
- Calling Campaigns (in-office calls to prospect students)
- Presenting LCC at schools (both in Lithuania and outside Lithuania)
- Take part and represent LCC at educational fairs in Lithuania and outside Lithuania

JOB STANDARDS / REQUIREMENTS

Experience:

- full time student, second year or older.

Skills:

- Ability to work in a team
- Creativity
- Problem solving and improving programs
- Good intercultural communication skills
- Public speaking skills
- Time management skills
- Ability to work on their own

Attributes:

- desire to engage in dialogue with high school students
- willingness to be a servant leader
- responsible and committed to leadership position
- desire to be challenged, to learn, and to grow as an individual and as a leader

Training:

- weekly meetings
- ongoing leadership training
- retreats