

## School of Nursing Undergraduate Student Ambassador Program



We are recruiting professional and passionate nursing students to serve as Nursing Student Ambassadors! Ambassadors will represent the School of Nursing to prospective undergraduate students and their families, School of Nursing alumni, and friends of the School. Ambassadors will support the School of Nursing's Academic Affairs and Institutional Affairs Department staff in a variety of communication, outreach, and administrative functions.

### Duties as directed:

- Schedule, coordinate, and lead individual or group tours of Signe Skott Cooper Hall for prospective students (typically high school juniors and seniors), School of Nursing alumni, and friends of the School
- Represent the School of Nursing at on-campus recruiting fairs, outreach programs, and School-wide events (i.e.; Littlefield Lecture, Science Expedition, Prenursing Open House, etc.)
- Collaborate with School of Nursing staff and faculty to assist in the recruitment of diverse undergraduate students
- Support and/or co-present admission information sessions for prospective high school and prenursing students
- Communicate with prospective undergraduate students, alumni, and friends of the School of Nursing through phone, email, and social media to maintain and enhance interest and engagement in the School of Nursing
- Professionally respond to email and phone conversations as directed.

### Qualifications & Core Competencies:

- Admitted undergraduate first year nursing student in good academic standing who will be a registered, on-campus student for the 2018- 2019 academic year; all first and second year nursing students as of July 1, 2018 are eligible to apply.
- Able to work 8-10 hours per month while classes are in session; potential for work over summer break. Exact hours are to be determined, but availability on weekday afternoons, especially Friday afternoons may impact eligibility for position
- Able to work independently, and as a member of an effective team
- Able to provide consistent and individualized customer service
- Exceptional attention to detail and ability to contribute to discussion on how to improve School of Nursing engagement on campus and beyond.
- Strong communication skills to present information, answer questions, and listen to prospective student concerns
- Able to create a welcoming and inclusive experience for prospective students and visitors from a diverse spectrum of cultural, economic, ethnic and regional backgrounds
- Knowledge and understanding of the School of Nursing undergraduate program (or strong interest in learning about it)
- Passion for the School of Nursing and UW-Madison

### Hours and Areas of Responsibility:

- Position is for 1-3 hours/week @ \$10.00 per hour
- Responsibilities may be in general assistance to Academic Programs/Student Services or focused projects within Academic Programs/Student Services, Communications and/or Development.

**Application Materials:** Submit the following in a single PDF document at:

[https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_b1HYLeaGbA234P3](https://uwmadison.co1.qualtrics.com/jfe/form/SV_b1HYLeaGbA234P3)

- One page resume
- Cover letter, which highlights why you are interested in the position and why you would be a good fit for the role.

**Deadline: Applications due by 11:59 PM on July 29, 2018.**