



JOHN CABOT UNIVERSITY

JCU Student Ambassador Program

The Admissions Office invites new applications for the position of JCU Student Ambassador. Current JCU students interested in this opportunity should review this document carefully and reach out to admissions@johncabot.edu for further information on the application process.

1. Overview

JCU Student Ambassadors are a select group of JCU students whose mission is to connect with prospective students and help them envision their life at JCU in terms of academics, student life, housing, career services, and much more.

2. Essential Duties and Responsibilities

JCU Student Ambassadors will be a vital force when interacting with prospective students and are expected to:

- Attend and participate in one mandatory training session while committing to work at least three days per month
- Participate in all recruitment and other on-campus University events as requested by the Admissions Office
- Represent John Cabot University at various outreach events as requested by the Admissions Office
- Conduct Campus Tours as requested by the Admissions Office
- Share their student experience through different online mediums
 - Ex. Writing blogs, hosting online webinars, etc.
- Contribute to social media activities and promotional materials
- Provide accurate information about the University from a student's perspective
- Contact prospective students via e-mail, phone, and/or social media
- Provide administrative support for the Admissions Office when requested as requested by the Admissions Office
- Be a good representative of John Cabot University and abide by the Student Handbook
- Other duties and responsibilities as assigned by the Admissions Office

3. Qualifications and Requirements

- Be enrolled as a full-time student at John Cabot University



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- Be over 18 years of age
- Have and maintain a minimum GPA of 2.75
- Be in good academic, financial and conduct standing within the University and Community
- Have completed at least 1 semester at JCU and should attend at least 2 semesters before graduating
- Be legally employable by John Cabot University
 - i.e. possess the necessary documentation to work in the European Union (valid permit to stay/EU ID and the Italian *codice fiscale*)
- Teamwork mentality
- Excellent written and verbal communication skills
- Excellent customer service skills
- Excellent public speaking skills
- Ability to work occasional evenings and weekends
- Ability and enthusiasm to help the Admissions Office in representing the University
- Working knowledge of Microsoft Office 365 and Zoom
- Knowledge of and commitment to the mission and goals of the University

N.B.: Students working for third parties employed by JCU are not eligible – even if contract dates do not overlap.

The Student Ambassador Program seeks students from all backgrounds as the Admissions Office is committed to diversity and inclusion in the JCU Community.

Student Ambassadors will work with people of all ages and backgrounds, acting as an informational source for prospective students and their parents, while also representing a positive and inspiring role model for younger students.

4. Time Commitment

Selected JCU Student Ambassadors will be required to attend ONE training session which will be provided upon receipt of the position assignment.

The following is a sample of the timeline of the Admissions Office on-campus, mandatory events:



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EVENT NAME	TIMEFRAME	ATTENDANCE
Fall DS Welcome Dinner	Last week of October	MANDATORY
Student Ambassador Q&A – Fall	Beginning of October, 6pm-7pm	MANDATORY
Admitted Students Day	Mid-April, always on a Saturday	MANDATORY
Student Ambassador Q&A – Spring	Beginning of March, 6pm-7pm	MANDATORY
Counselor Fly-In	Mid-July	MANDATORY

The Admissions Office understands and upholds the belief that one's academic studies and academic commitments should come first, and as such, this position is quite flexible and can work around a student's schedule. Always remember that the Admissions Office requires Student Ambassadors to work at least three full working days (9:00am - 6:00pm) per month, which should be requested and approved by the Office.

5. Terms and Conditions of Employment

- Student Ambassadors must be present and on time without exception for all mandatory sessions, meetings and events
- Student Ambassadors will adhere to the rules set forth by the Admissions Office. Failure to comply with duties and/or failure to portray a proper attitude will result in dismissal from the Program

6. Recruitment, Selection and Appointment Process

To apply for the Student Ambassador position, applicants must submit an online form prior to the application deadline. The link to the form will be emailed to all degree seekers on the opening day of the application process. For any questions, please email admissions@johncabot.edu.

The Admissions Office will review all applications and selected applicants will be invited for the first round of interviews either at the Admissions Office or online, as appropriate.

Following the interviews, the Office will contact successful candidates to offer a position as a JCU Student Ambassador.