

Housing Ambassador

Job Description

Overview:

Under the direction and supervision of the Graduate Student Assistant for Customer Service and Outreach, the Housing Ambassador position provides tours of the residence hall complex to prospective students and campus visitors. Tours may be held in person or online. This position may be asked to work housing information tables for special outreach events. It is expected that this position maintain a professional and courteous demeanor at all times, i.e. attentive, responsive and dressed appropriately. Housing Ambassadors are expected to reflect a positive attitude and support the mission of Housing Operations and Conference Services and the Sacramento State campus.

Starting Salary:

\$14.00 per hour

Minimum Qualifications:

- Public speaking and customer service experience
- 2.0 semester and cumulative GPA
- Current Sac State student and enrolled in at least 6 units (not enroll or less than 6 units for summer)
- Good conduct standing
- Excellent oral and written communication skills

Preferred Qualifications:

- 1-year experience living and/or working in the residence halls
- Experience with campus/housing outreach efforts such as Orientation and Future Hornet Day
- Knowledge of the residence halls and Sac State campus
- Live on campus
- 2.5 semester and cumulative GPA

Duties and responsibilities:

- Prepare and assemble tour packets with detailed housing information, promotional items, etc.
- Provide presentations, tours, work information tables, and assist with presentations regarding residence hall living as needed.
- Participate in departmental related campus events, i.e. Future Hornet Day, Move-in Day, Orientation, Outreach, Events, etc.
- Provide customers with information regarding the Sacramento State campus
- Other duties as assigned
- Attend University Housing Services Fall and Spring Training