STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women’s university providing instruction to over 1,600 students. The Office of the Registrar (Admissions and Recruitment) at Brescia is seeking dynamic and resourceful individuals to fill a position as:

**Brescia Senior Student Ambassador**
*(Pay rate - $14.80/hour)*

Working as part of the Brescia University College recruitment and liaison team, the Senior Student Ambassador will be responsible for:

- Managing tour requests from prospective students including: Creating a tour schedule, assigning tours to Brescia Student Ambassadors, inputting information into online tour system and communicating regular updates to Student Ambassador Team.
- Scheduling tours and shifts at special events for a team of approx. 15 Student Ambassadors
- Leading tours of the Brescia campus and assisting the Registrar’s Office with Fall Preview Day, Campus Tour Day, March Break Open House, Summer Orientation Days and other special events.
- Communicating with visitors via confirmation and follow-up emails and preparing for tours by ensuring information packets are prepared.
- Assisting with the Registrar’s Office “Calling Program” which involves phoning incoming students to welcome them and answer their questions.

A Brescia Senior Student Ambassador will possess the following skills:

- Ability to conduct oneself in a responsible and professional manner
- Above-average knowledge and awareness of all on-campus services and activities
- Ability to work independently
- Excellent time management and organizational skills
- Enthusiasm – in general and specifically for Brescia
- Ability to speak clearly and confidently in front of small and large groups
- Ability to troubleshoot problems and work well under tight deadlines.
- Ability to lead and support a team of approx. 15 peers

Previous work or volunteer experience presenting to groups is an asset.
Previous experience leading or managing a group or team is an asset.
Previous tour guide experience is an asset.
Customer service experience is an asset.
At least 1 year of experience as an ambassador is an asset.

The Senior Student Ambassador will be required to spend approximately three hours per week managing tour requests and scheduling. Fall Preview Day, Campus Tour Day (November) and March Break Open House run for about four hours, on weekends. Summer Orientation Days run on weekdays throughout June and July including two evenings. The Calling Program is held in February on three evenings for approx. three hours each night. Special on campus activities including school group visits and tours also take place throughout the year. Contract will run from May 1, 2020 to April 30, 2021.

Please submit by Friday, March 13, 2020 at 4:00 PM, a completed online application form found at: [https://forms.bresciaauc.ca/brescia-senior-ambassador/](https://forms.bresciaauc.ca/brescia-senior-ambassador/)

If you have any specific questions as it relates to this role, please contact Jazmyn Jansen, Senior Liaison and Outreach Coordinator, via email at jjansen5@uwo.ca or by phone at 519-432-8353 ext. 28364

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at bucareer@uwo.ca