

Job Title: Student Ambassador

Department: Technology Department

Supervisor: Laura Hanson, Supervisor

Pay Rate: \$13 per hour

Hours Per Week: 10

Number of Positions: 1

Submit Resume To: Laura Hanson – lhanson@ccsnh.edu

General Description:

Confidentiality in all aspects of the position; especially in regards to student information. To assist staff and provide exemplary customer service. Duties may include: helping students log into SIS/Email/Canvas, stocking the food pantry, checking in massage therapy clients for clinics, providing tours of the Keene State campus and the Keene Academic Center, assist in new student orientations, assist with student life and community service work.

Qualifications:

Academics are first, so a CGPA of 2.5 or greater needs to be maintained. The right person will need to be personable and have effective communication skills. This position will be the "face" of the college so an attention to proper hygiene and a neat appearance is required. Punctuality is important. Proficiency in SIS/Canvas/Email is required. The right candidate will have problem solving skills, the ability to see what tasks need to be done and be able to communicate effectively with the supervisor of this position.