



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Ambassador Summer Intern

Classification: Part-Time

Reports To: Director of Admissions Operations

Job Summary/Objective: Represent Sweet Briar College in Admissions as well as during campus events. Present positive image to prospective students as well as their families. Provide comprehensive campus tours and assist with in office duties.

Position Type/Expected Work Hours: Temporary, Non-Exempt, Hourly; approximately 37 1/2 hours per week in office

Essential Responsibilities:

- Provide informative campus tours (15%)
- Communicate with prospective students in person as well as through social media, phone, mail, and other forms of media (20%)
- Work special events – including group visits and Virginia Private College Week (15%)
- Assist admission counselors with recruitment efforts – may include emailing, writing or calling prospective students, etc. (10%)
- Create flyers or letters (5%)
- Assist Operations staff with processing – may include scanning documents, manipulating Excel spreadsheets, filing, mailings, etc. (10%)
- Fill in at reception desk – answer phones, greet visitors (10%)
- Other duties as assigned (5%)

Required Qualifications:

- Must be a Sweet Briar College student
- Must be in good academic and social standing
- Must exhibit positive attitude and represent Sweet Briar College positively
- Must be able to articulate love of Sweet Briar College to prospective students and their families

Preferred Qualifications:

Sweet Briar College Job Description

- Dynamic, organized, dedicated, articulate, enthusiastic, independent

Work Environment: Inside office environment in multi-story building, Outdoor tours

Physical Demands: Conducts tours outdoors during the spring and summer seasons of the year including inclement weather; Sitting, bending, lifting

Travel: N/A

Deadline for Submission: March 16, 2018 or until position is filled

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: This is a student position. Please submit a cover letter, résumé, two references and your course schedule to mhcampbell@sbc.edu.