



Job Title: Otero Student Ambassador-Work Study Student

Position Overview:

Otero College is seeking motivated and dedicated Work Study Students to join our Enrollment/Welcome Center team. Student ambassadors will play a vital role in providing prospective students and their families with an informative and enjoyable campus experience. They will be a knowledgeable guide in assisting students with the enrollment process. Ambassadors will provide essential and valued support and work in conjunction with Otero College Enrollment Office, Welcome Center, faculty, staff, and administrators with student success in mind.

Key Responsibilities and Duties:

- Give daily and other tours as needed.
- Assist with visit programs (Discovery Day, FFA, FBLA, etc.), plan visits for students and groups.
- Attend Otero recruitment events, help in the planning of events.
- Provide office coverage in the Welcome Center
- Make phone calls to prospective students.
- Respond to phone, email, and walk-in inquires.
- Help promote and advertise upcoming events to engage the college community.
- Collaborate with staff to generate creative ideas for recruitment and community outreach
- Provide friendly and helpful assistance to students, faculty, staff and community in person, over the phone, and via email.
- Assist newly admitted students with the enrollment process.
- Work closely with full-time staff members to ensure smooth daily operations of the Welcome Center.
- Assist in maintaining accurate records
- Assist with orders in the print shop.
- Some work outside of normal business hours and mandatory training sessions.

Qualifications:

- Enrollment as a current Otero College student with active Work Study eligibility and be in good academic standing.
- Knowledge of Otero College
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- A passion for helping others and contributing to the college community.
- Ability to work independently as well as collaboratively within a team.

- Basic computer literacy and comfort with technology tools commonly used.
- Willingness to learn and adapt to new procedures and technologies.
- Work comfortably with people from diverse backgrounds.

Compensation:

Hourly wage in accordance with Otero College's student employment program.

Application Process:

Interested candidates should fill out the online student employment form and submit their resume and a cover letter detailing their motivation for the position and relevant qualifications. For more information contact Malorie Weiss at malorie.weiss@otero.edu