

## Admissions Ambassador – Enrollment Management

No.of Jobs Available:	3-5
Supervisor:	Claire Paik
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**Job Summary:** As the first point of contact most people have with NEC, the Admissions Ambassadors greet all visitors to the Welcome Center, and help answer questions about NEC’s program offerings and admission processes. This position allows students to engage with prospective students in meaningful ways, and shape their experience with NEC!

### Responsibilities:

- Manage appearance and maintenance of Welcome Center
- Answer the phone and NEC admissions e-mail in a professional manner
- Help manage applicant files and database systems
- Perform other office tasks as assigned by Enrollment staff
- May be asked to lead campus tours for prospective students and families. *The summer tour schedule is still evolving, and once established, may shift at a later time.*

The position begins on 5/22/2023 and is compensated at \$15.00 per hour.

**Qualifications:** Applicants to this position must have excellent written and verbal communication skills. They should be fluent in Microsoft Office suite and Google applications, and an interest in arts administration is preferred. Some administrative experience is preferred. Must represent NEC in a professional, enthusiastic, and polite manner. As sensitive information may be disclosed, applicants must be able to handle tricky situations with tact.

**How to Apply:** Please complete the application form:

[https://docs.google.com/forms/d/1h1yoECHvGuKBy4WSP0JnTlal6j2XMKbJzxRPUy1\\_4YY/edit](https://docs.google.com/forms/d/1h1yoECHvGuKBy4WSP0JnTlal6j2XMKbJzxRPUy1_4YY/edit)

Please submit your application by **May 12**. Application review and interviews will begin the week of May 15.