



College of Engineering

Engineering Admissions and Outreach
University of Iowa
2045 Seamans Center
Iowa City, Iowa 52242
319-467-0861
engineering.uiowa.edu

PURPOSE AND IMPORTANCE

Engineering Student Ambassadors welcome and interact with prospective students and their families as representatives of the College of Engineering through a variety of means. Ambassadors play a vital role in the recruitment of future engineering students and make a significant impact on both the College of Engineering and in the lives of new students.

DUTIES AND RESPONSIBILITIES

- Provide tours of the Seamans Center to prospective students and guests
- Serve as a panelist, answering questions and sharing information about your experiences at Iowa.
- Write postcards to students admitted to the College of Engineering
- Send and respond to emails from a shared ambassador email account.
- Be a welcoming and informative host for visitors during their visit experience.
- On occasion, assist with events hosted by the College serving alumni, prospective donors, or current students.

WORK HOURS

Weekly

- Work an average of 3 hours a week including: one assigned hour at either 1:30 or 2:30 PM, one hour that you chose to best fit your schedule, and one hour (most weeks) for a team meeting.

Additional hours

- Additional hours are available during campus visit events including Hawkeye Visit Days, Admitted Student Days, small group visits, and individually scheduled visits.
- All ambassadors are expected to be present for 2 Explore Engineering Visit Days (historically a 7:30am-4:00pm commitment on Saturdays in Spring)
- Several ambassadors each semester can work additional hours managing the admissions front desk.
- Attend training and continuing education meetings as necessary.

QUALIFICATIONS

- Be enrolled in the University of Iowa College of Engineering with a UI GPA of 2.75 or higher.
- Possess strong interpersonal skills and the ability to relate well to a wide variety of people.
- Demonstrate a strong work ethic, reliability, and responsibility while being collaborative team member.
- Speak positively about the College of Engineering and your experiences as a student.
- Speak and interact with guests in both one-on-one and large group formats.
- Work effectively with minimal supervision and structure.
- Be able to maintain personal information and records in strict confidence. This includes information gained from written, verbal, and electronic communications with current & prospective students, faculty, or staff.

SALARY: \$12.00/hour

EMPLOYMENT PERIOD: August 2024-May 2025

EVALUATION, SUPERVISION, AND COMPENSATION

- Direct supervision is provided by Ryan Puhmann, Director of Engineering Admissions and Outreach.
- Employment is subject to satisfactory performance, a good attitude and work ethic, and maintaining a > 2.75 GPA.

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position including U.S. and international students; female, male, and otherwise identified students; underrepresented minority students; first generation college students; veterans and all other representations of diversity.