



Undergraduate Admissions and Recruitment

APPLICATION FOR RYERSON UNIVERSITY STUDENT AMBASSADOR

SEPTEMBER 2012 – APRIL 2013

Submit this completed application form along with a cover letter, resume and, if applying to be a blogger, a 250 word example blog post (on life as a Ryerson student) to the Undergraduate Admissions and Recruitment Welcome and Student Information Centre (POD 144), Attention: Ryerson Student Ambassador Selection Committee.

Name: _____ Student I.D.: _____
School Year Address: _____

Telephone: _____
Program & Year: _____
E-Mail Address: _____

Will you be applying for any other Work Study positions at Ryerson? YES NO

Which position(s) are you interested in? TOUR GUIDE CLIENT SERVICE SUPPORT BLOGGER
Please note: ALL Student Ambassadors will be involved in Recruitment Events and Special Projects

Interviews will begin at the end of January. Best interview dates & times?

What does being a Ryerson Student Ambassador mean to you? What qualities would you bring to the position?

Briefly outline examples of how you have demonstrated commitment and reliability in previous employment or volunteer activities.

What might you tell a prospective student and their parents about what it's like to be a Ryerson student?

What would you say about Ryerson's location?

What extra-curricular activities are you involved in, on and off-campus?

As part of the interview process, it is required that you volunteer during recruitment events held in March. Please circle ALL available

dates/times: Thursday, March 8: 9:30-12:00 12:00-3:00
Monday, March 12: 9:30-12:30 12:30-3:30
Tuesday, March 13: 9:30-12:30 12:30-3:30
Wednesday, March 14: 9:30-12:30 12:30-3:30
Thursday, March 15: 9:30-12:00 12:00-3:00
Friday, March 16: 9:30-12:30 12:30-3:30

Other (please indicate) Date: _____ Time: _____ Date: _____ Time: _____

This position is open to full-time undergraduate degree students only. Students must be in good academic standing to be considered. Those selected for an interview will be notified by e-mail or by telephone. Employment is conditional upon work-study eligibility. Position is pending work study funding.

DEADLINE TO APPLY: Friday, February 17, 2012 by 4 p.m.
SEE NEXT PAGE FOR JOB DESCRIPTION



Undergraduate Admissions and Recruitment

JOB DESCRIPTION FOR RYERSON UNIVERSITY STUDENT AMBASSADOR

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The Recruitment unit of the Undergraduate Admission and Recruitment office is responsible for the following:

- Developing and maintaining co-operative relationships with secondary school guidance counsellors, teachers, parents and prospective students;
- Marketing Ryerson University to prospective students;
- Providing prospective students with information regarding application procedures to Ryerson;
- Coordinating on and off campus recruitment events.

To assist prospective students in their decision-making process, the Recruitment Office provides a wide range of on-campus programs, allowing visitors to explore Ryerson in depth, to ask questions and to meet, where possible, faculty and current students. Student Ambassadors are an important component of the on-campus liaison program. What better way to get a sense of what it might be like to be a student at Ryerson than through the eyes of a current student?

DUTIES & RESPONSIBILITIES

A/ Recruitment Events

All Student Ambassadors will be required to provide assistance at recruitment events, including:

- Discover Ryerson Days
- Discover Ryerson - March Break recruitment week
- Information Nights
- Program-specific Industry Days and Open Houses
- Professional Development Days for teachers and counsellors
- Ontario Universities' Fair (Metro Toronto Convention Centre)

B/ Special Projects & Administrative Support

Opportunities will be available throughout the year for Student Ambassadors to assist with special projects, including:

- Assembling Ontario high school mailings
- Assembly of Welcome packages for on-campus visitors
- Assisting with special projects as assigned

Student Ambassadors will be hired under one of the three categories below:

Please specify the role you are interested in on the application

C/ Tour Guide - General Campus Tours

Conducting general walking tours of the Ryerson campus to prospective students, parents, teachers and counsellors

D/ Client Service Support - Admission Information Centre

Providing assistance at the Admission Information Centre

Fielding front counter inquiries from both prospective and current students

E/ Blogger – Student Ambassador Blog

Sharing your personal experiences as a Ryerson student with prospective students through regular blog postings

Those applying to be a Blogger must submit a 250 word example blog post about life as a Ryerson student

POSITION REQUIRES

Reliability, punctuality, organization, discretion, commitment to a task, ability to speak to large or small groups (as appropriate), enthusiasm, positive attitude, knowledge of Toronto, Ryerson University and Ryerson policies and procedures.

HOURS

There are two ways in which hours are accumulated.

1. Recruitment Event and Special Project hours are worked as need. We contact Student Ambassadors when we require assistance with on-campus recruitment events, office assignments, administrative support and special projects.
2. Tour Guides and Client Service Support are assigned a semester-long schedule (subject to availability). Tour Guide shifts are weekdays from approximately 9:45 a.m. to 11:15 a.m. and 12:45 p.m. – 2:15 p.m. Client Service shifts at the Information Centre are weekdays from approximately 11:15 a.m. to 2:00 p.m.
3. Bloggers schedule their own hours to write their entry and have a deadline every two weeks during the semester.