

## Lerner Ambassador Program Coordinator Part-time (Newark, DE)

Lerner College Dean's Office

A Lerner Ambassador Program Coordinator position is available for the Dean's Office of the Lerner College of Business and Economics. This position is responsible for the planning and execution of recruitment events for Lerner's undergraduate program, management of the Lerner Ambassador program, and effective communication with Lerner Staff and Faculty. The position will work 15- 20 hours per week and is a non-benefitted position.

### Responsibilities:

#### Recruitment Event Planning:

- Schedule four Lerner Tour dates throughout the semester.
- Communicate these dates to University Undergrad Admissions for posting on Slate.
- Coordinate with Admissions to market Lerner Tour dates on Slate.
- Manage registration, waitlists, and communications to guests through Slate.
- Organize program details for all Lerner Tour dates including: set up and clean up, catering, space reservation, and registration.
- Coordinate with Faculty who participate in the Lerner Tour dates.
- Be onsite for the two campus-wide visit dates; Decision Days during the spring semester or Blue and Gold days in the fall.
- Coordinate Lerner's program for these two dates along with Lerner Staff.
- Serve as point of contact for all Lerner specific visit inquires.

#### Lerner Ambassador Tour Guide Program:

- Recruit, interview, and hire undergraduate Lerner students for the Lerner Ambassador position.
- Train Lerner Ambassadors on how to give tours of Lerner College facilities.
- Instruct Lerner Ambassadors on how to most effectively meet with prospective students and their families on Lerner Tour days.
- Direct Lerner Ambassadors on their roles for the two campus-wide visit dates.
- Other duties as assigned

### Qualifications:

- Event Planning and Training experience
- Knowledge of Lerner College's undergraduate program is a preferred.
- Undergraduate degree from the University of Delaware is preferred.

### Contact:

Submit a resume and contact information for three references by February 21 to Stephanie Hanson at [smhanson@udel.edu](mailto:smhanson@udel.edu).

Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.htm> .