

Alumni Admissions Ambassador

General Description:

Alumni Admissions Ambassadors assist the Office of Admissions in prospective student recruitment through various touchpoints with the university during the admissions process. Admissions Ambassadors will connect with prospective students to show return on investment and share their personal experiences by attending Admitted Student Receptions in their local area, tabling at Welcome Days on campus, and connecting via personal outreach.

Tasks & Duties:

- Complete training with Office of Admissions.
- Attend Admitted Student Receptions in your local area or table at Welcome Days on Campus.
- Connect with prospective students via personal outreach.
- Use provided lists of “Key Phrases” and “Facts & Figures” when discussing Wentworth with prospective students.
- Encourage prospective students to follow @wentworthinstitute and @witadmissions on Instagram and/or Facebook and direct them to wit.edu to learn more information.
- Maintain confidentiality of prospective student contact information.

Qualifications:

- Current e-mail address and phone number on file with the Office of Alumni Relations.
- Flexibility.
- Good organizational and communications skills; interest in in-person communication with prospective Wentworth students.
- Strong interest in ongoing active engagement with Wentworth.
- Willing to encourage others to become more involved.
- Self-motivated.
- Available time.
- Energy and enthusiasm for communicating all things Wentworth to prospective students.
- Willingness to make an annual donation to the university.

Time Commitment:

- Time commitment will vary throughout the year but will likely be highest between October and mid-January.

Support:

You can contact the Office of Alumni Relations at 617-989-4156 or at alumni@wit.edu with any questions.