



Husky Ambassador

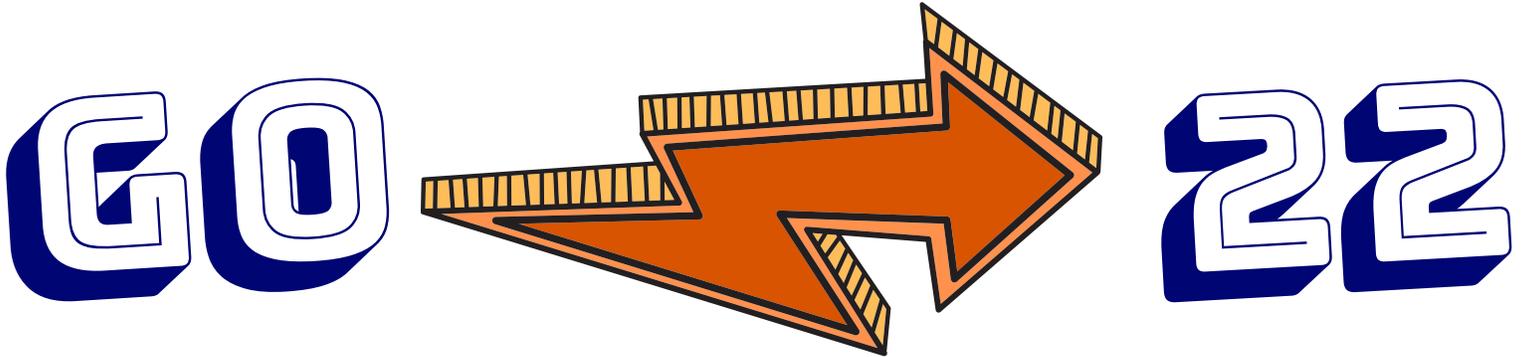
ABOUT US

The position of a Husky Ambassador student is very distinguished. Ambassadors are required to give tours to prospective students and their families providing key a insight on becoming a student at Houston Baptist University.



Another function of their role is to assist with various admission events such as Previews, Experience HBU days, VIP tours, Saturday tours, Athletic Department tours, as well as other request that will come up from time to time. This prominent position is ideal for committed students who are looking for a leadership position on campus and an opportunity to meet future fellow classmates.

GET IN TOUCH: ● Tiffany Charles ● Assistant Director of Campus Visits and Events



GET ABOUT US ORIENTED

The Office of Admissions is looking for dedicated student leaders who are committed to creating a positive orientation experience for all incoming HBU Freshmen as they embark on one of their first steps of their HBU journey.

REQUIREMENT

- A minimum 2.5 GPA (cumulative)
- Ability to guide and counsel incoming students.
- Adherence to HBU Code of Conduct.
- A positive attitude and willingness to serve others.

RESPONSIBILITIES

- Attend and help facilitate all summer orientation (GO) sessions (4 two-day sessions in June)
- Attend 3 monthly GO Team trainings in the spring.
- Attend 1 week-long GO Team training in the summer.

BENEFITS

- Students will be compensated with a stipend for their efforts.
- Opportunity to make a difference in the lives of other students.
- Opportunity to pour into the lives of HBU Freshmen and their families.
- Development of leadership skills.
- Professional development

HIRING TIMELINE

- Jan 26th- Student Leadership Convocation
- Feb 13th - Applications due by midnight
- Feb 18th - Emails send out with sign up for individual interview time slots
- Feb 21st-24th - Individual interviews will be conducted
- Mar 21st - Applicants receive an offer letter or letter of denial



ADMISSIONS STUDENT INTERN

ABOUT US

Admissions Interns will maintain a professional, enthusiastic, and friendly relationship to all who contact the Undergraduate Admissions Office at HBU. They will aid in the positive experience of prospective students and families visiting campus, provide event support and promote all that HBU has to offer. Interns may also give presentations and visit college fairs or high schools as a representative of HBU as needed. They are able to offer candid customer service via over the phone or in person to our visitors, guests, and students in the Husky Central office. The intern will help with the mail and process transcripts into our Slate CRM.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Assist the receptionist with multiple inbound calls, assessing the needs of the caller, and transferring them to the appropriate person or department

Assist the Campus Visit Coordinator and Admission's Counselors on projects in the office as needed

Interns may be asked to work other events as needed. This includes but is not limited to tours, on campus events, and off campus recruitment events

Other duties as assigned

QUALIFICATIONS

Current student at Houston Baptist University

Strong customer service and communication skills

Ability to deal effectively with others

Knowledge of proper phone etiquette

Ability to learn and use specific business software and hardware

Ability to operate office equipment

DURATION OF EMPLOYMENT

Interns will start working the week of August 26th and work through May 8th. Hours may fluctuate at the Supervisors' discretion.

Interns will be evaluated during the Fall, and this evaluation will be used to determine if the intern is eligible to return for a future Spring position.

WORKING CONDITIONS AND ENVIRONMENT

Houston Baptist University is committed to maintaining a teaching faculty and staff who share an active Christian faith. The Preamble to the By-Laws of the University sets forth a statement of belief which each University employee is expected to support and personify. Your submittal of an application for employment indicates your acceptance and affirmation of these statements.

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SUMMER ADMISSIONS STUDENT INTERN

ABOUT US

The Summer Intern for Undergraduate Admissions is responsible for providing assistance to the front office receptionist as many of the office staff is out of the office during the summer in preparation or running Freshmen and Transfer Orientations. They are able to offer candid customer service via over the phone or in person to our visitors, guests, and students in the Husky Central office. The summer intern will help with the mail and process transcripts into our Slate CRM.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Assist the receptionist with multiple inbound calls, assessing the needs of the caller, and transferring them to the appropriate person or department

Assist the Campus Visit Coordinator and Admission's Counselors on projects in the office as needed

Interns may be asked to work other events as needed. This includes but is not limited to tours, on campus events, and off campus recruitment events

QUALIFICATIONS

Current student at Houston Baptist University

Strong customer service and communication skills

Ability to deal effectively with others

Knowledge of proper phone etiquette

Ability to learn and use specific business software and hardware

Ability to operate office equipment

DURATION OF EMPLOYMENT

Interns will start working the week of May 13th and work through August 9th. Hours may fluctuate at the Supervisors' discretion.

Interns will be evaluated during the summer, and this evaluation will be used to determine if the intern is eligible to return for a future summer position.

WORKING CONDITIONS AND ENVIRONMENT

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