

# King's University College Student Ambassador

Position Start: September 2025 | End: April 2026

## About the Role

Are you enthusiastic, friendly, and passionate about your experience at King's? Do you enjoy connecting with others and sharing what makes King's special?

King's Student Ambassadors represent the college by welcoming prospective students, families, alumni, and visitors through campus tours, promotional content, and recruitment-related activities. As the face of King's, you'll help create a warm, informative, and engaging first impression of the campus community.

## Key Responsibilities

1. Campus & Residence Tours
  - Lead guided weekday tours at 10:30 AM and 1:30 PM
  - Participate in monthly weekend tours (schedule provided)
  - Deliver accurate, consistent information as outlined in training and the Ambassador Manual
  - Represent King's University Colleges with professionalism and pride
2. Event & Promotional Support
  - Assist at King's Open Houses (November and March - mandatory participation required)
  - Help with setup and takedown of events as needed
  - Represent King's at additional promotional initiatives on or off campus
3. Student Recruitment and Marketing Support
  - Participate in promotional content creation, such as appearing in videos or photos used for recruitment and marketing
  - Assist with special projects or initiatives led by the Recruitment, Marketing and Communications teams
  - Represent King's in a professional and enthusiastic manner in all promotional efforts

While Student Ambassadors are not responsible for ongoing online communication with prospective students, they may be invited to contribute to outreach and content initiatives that highlight student life and the King's experience.

## What We're Looking For

Ideal candidates are:

- Approachable, articulate, and enthusiastic about King's
- Comfortable speaking in front of individuals and groups
- Strong communicators with excellent interpersonal skills
- Professional, reliable, punctual, and flexible
- Knowledgeable about King's programs, resources, and student experience
- Able to stay calm, patient, and respectful in busy or high-pressure situations

You'll serve as a role model and ambassador for the values of King's, helping prospective students feel welcomed, informed, and excited about their future here.

## Training

All selected Student Ambassadors, including both new and returning students, are required to participate in mandatory training before beginning the role.

Training includes the following components:

- A formal orientation session led by the Coordinator, On-Campus Events
- A shadow tour with the Head Tour Guide and/or a returning ambassador
- A review of the Student Ambassador Manual, which outlines expectations, responsibilities, and best practices for delivering accurate and engaging tours

Ambassadors must complete all training requirements before being scheduled for independent tours. Additional support or refresher sessions may be offered throughout the year as needed.

### **Employment Information**

- Positions Available: 15
- Employment Period: September 2025 - April 2026 (Summer employment is not available)
- Renewal: Returning positions may be offered based on performance and professionalism

Employment may be terminated following two documented warnings due to unprofessional conduct.

Examples include:

- Late or last-minute tour cancellations
- Chronic lateness
- Unprofessional conduct during tours or events
- Providing inaccurate or misleading information

### **Salary and Shifts**

Pay Rate:

- \$17.20/hour (September 1–September 30, 2025)
- \$17.60/hour (starting October 1, 2025)

Eligibility:

- Open to all King's undergraduate students
- Not limited to Work Study or International Work Experience participants

Tour Duration:

- Each tour is approximately one hour
- Shifts are assigned based on student availability and filled on a first-come, first-served basis

Mandatory Commitments:

- Open Houses in November and March (approximately 6 hours per event)
- One weekend tour per month (multiple ambassadors required)

### **How to Apply**

To apply, please submit the following to **info@kings.uwo.ca**:

- Your full name, student number, and current program
- Resume and cover letter

**Subject Line:** "King's Student Ambassador Application"

Please apply as soon as possible. Selected applicants must be available for all required training dates.

**Please visit the following website for Mandatory Dates and Weekend Tour Schedules:**

[welcome.kings.uwo.ca/www/documents/Student%20Ambassador%20TrainingEvent%20and%20Weekend%20Tour%20Schedule.pdf](http://welcome.kings.uwo.ca/www/documents/Student%20Ambassador%20TrainingEvent%20and%20Weekend%20Tour%20Schedule.pdf)