Under general supervision, the SEAS Ambassadors will be primarily responsible for conducting outreach to prospective students as well as for providing overall support to the seven Student Equity and Success programs.

**Duties include, but are not limited to:**
- Understanding of students’ needs and how to connect to prospective SEAS students
- Conduct phone calls to prospective students regarding their interest in the different programs
- Welcome students to SEAS and inform them about upcoming deadlines/requirements
- Present to high school and/or community college students about the SEAS Programs
- Conduct tours of CSUEB Campus for prospective students/families
- Inform students about support options and refer them to appropriate offices
- Generate creative ideas on how to increase awareness of University and SEAS admission deadlines to prospective students
- Understanding of Social Media and how to use it (i.e. Facebook, Instagram, Snapchat)
- Assist in SEAS or University Events, such as Welcome Orientations, Year End Ceremonies, Preview Day, Welcome Day, etc.

**Minimum Qualifications:**
- A cumulative GPA of 2.5 or higher
- Outstanding communication skills (written and interpersonal)
- Experience using Microsoft Office
- Ability to work effectively in a team-oriented environment
- Ability to work accurately and efficiently in a fast-paced environment with minimal supervision
- Must be organized, committed, and a self-starter
- Good organizational skills and a commitment to helping students
- Understanding of SEAS students’ needs and how to connect to prospective students
- Understanding of Social Media and how to use it (i.e. Facebook, Twitter, Instagram, etc.)
- Commitment to student success and personal development

**This will be an on-call position.** Hours vary between 10-12 hours per semester.
The starting wage would be $12 per hour

SEAS is an at-will employer. Federal Work Study (FWS) is not required for this position.

If you have any further questions regarding this position, please contact Student Equity and Success (SEAS) at seas@csueastbay.edu.