

Position Announcement

Student Performing Arts Admissions Ambassador
Part time position available for fall and spring semesters only

Duties:

Represent the school's mission to prospective students and families

Provide accurate information about student life, academic programs, and audition information

Assist performing arts admissions staff with admission activities, including auditions, recruitment/yield events. Some weekend hours are required.

May also be required to transport and/or set up and take down tables, chairs, food, utensils and other equipment

Making follow up phone calls to prospective students

Assisting administration with office duties as needed (IE: general cleaning, room set up, courier services, data entry, etc.)

Required Qualifications:

Federal Work Study awarded UIC student

Outgoing personality, comfort with speaking to and meeting new people

Performing arts background a plus

Strong analytical, problem-solving, reasoning, organization, planning, interpersonal, and oral/written communication skills

Salary: Salary: \$8.77/hour with hours ranging from 2 - 10 hours/week

Position will remain open until filled.

For full consideration, please submit a cover letter, resume, and current course schedule to Ashlee Hardgrave at ashleeh@uic.edu. For more information, contact Ashlee Hardgrave at the email address listed.

