LBJ School OSAA

LBJ Student Admissions Ambassadors Group Description

Objective: To assist OSAA’s Admissions efforts to recruit prospective students to LBJ School master’s degree programs. To provide a top quality, personalized experience to prospective MPAff, MGPS, dual degree and DC concentration applicants and others within the applicant’s sphere of influence.

Deadline to apply is 23 January 2017, 5:00pm CST

Criteria:
1. Current full-time LBJ student in either the MPAff, MGPS, dual or DC concentration programs.
2. In good academic standing.
3. Strong communication skills both oral and written.
4. Strong affinity for recruiting students to the LBJ School.
5. Must submit a statement (max 500 words) describing your interest in the Admissions Ambassadors group

Responsibilities:
1. Secure and coordinate student volunteers to host prospective students who are visiting LBJ.
   a. Coordinate volunteers to host class visits, lunch/coffee chats, and school tours
   b. Coordinate any necessary follow-up (i.e., postcard, note, email, etc.)
   c. Maintain consistent contact with the OSAA Executive Director
2. Help develop and market LBJ School Admissions and other events.
   a. Generate ideas for marketing the LBJ degree programs; take ownership of and help implement new recruiting ideas.
   b. Share event information via social media, email, posters, distrib lists, etc.
   c. Post information on websites, send information to orgs that include our target market, etc.
3. Secure volunteers for Admissions events, including:
   a. Admitted Students Events
   b. Info Sessions (both virtual and bricks and mortar)
   c. Receptions (i.e., in Austin, DC, LBJ building, etc.)
   d. Fairs/Forums/Panels
   e. Special Events (i.e., Open House, annual programs, etc.)
4. Help plan/execute Admitted Students events

Benefits:
1. Build resume and skills
2. Attend exclusive networking events with alumni and special guests
3. Help shape recruitment and admissions programs and priorities
4. Help build the next class of LBJ students