#### **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,
- 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