

Job Title: Housing Ambassador

Summer 2025

Dates of mandatory training: 5/19/25 - 5/23/25

Description

Summer housing ambassadors are primarily responsible for conducting daily in-person and virtual tours of housing facilities, participating in housing recruitment events, providing customer service to students and their families, and providing office support for Housing and Residence Life. Candidates for the Summer Housing Ambassador position should have excellent communication and interpersonal skills. They should be knowledgeable and committed to learning more about UNC Charlotte and the Department of Housing and Residence Life. They must also be able to effectively express and represent the living on-campus experience in a positive way. Candidates are required to live-on campus while they hold the Summer Housing Ambassador position and participate in the on-call rotation.

Responsibilities

- Lead tours of prospective students and families on daily scheduled tours both in person and virtually
 - Conducts walking tour to showcase housing communities and tour rooms
 - Positively discuss the facilities and amenities offered through the Housing and Residence Life department
 - Positively discusses personal experiences from living on campus
 - Work collaboratively with campus partners during all functions
- Provide office support and phone coverage to the Housing & Residence Life front desk and main phone line
- Assist with New Student Orientation (NSO) events
 - Staff an information session with Housing staff members during NSO and be able to answer questions
- Help maintain the appearance of tour rooms and locations
- Attend staff meetings
- Assist with on-call responsibilities in summer intern housing
- Assist with recruitment and training of new staff
- Work 29-40 hours per week
- Perform other tasks and duties as assigned

Qualifications

- Candidates must have on-campus living experience and live on-campus at UNC Charlotte while holding the Summer Housing Ambassador position (May 18- August 2*)
- In good academic and conduct standing with the university
- In good standing with the Department of Housing and Residence Life
- Cumulative GPA of 2.5 or higher at the time of hire and throughout holding the position
- Excellent communication and interpersonal skills
- Must be knowledgeable about UNC Charlotte and the Department of Housing and Residence Life

- Able to effectively and positively represent UNC Charlotte and the Department of Housing and Residence Life
- The Housing Ambassador position is to be the principal non-academic activity. Additional social/community and/or extracurricular activities must be approved in advance.
- Summer Housing Ambassadors must not be taking classes that conflict with work hours

Compensation

- Starting pay is \$11.50-\$11.75 an hour
- On-campus Housing in an apartment (utilities, cable, internet)
- Housing and Residence Life Apparel
- Excellent leadership, communications, customer service skills, and public speaking experiences for future positions and endeavors

Questions?

Housing and Residence Life
Assignments Office
704-687-7501
HRLMailbox@uncc.edu

*Dates of employment are pending final move-in schedule dates