

# Wheaton Ambassador

## Responsibilities:

Ambassadors report to the Director of Event Services to create a welcoming, hospitable environment on campus and support implementation of the “**COVID-Safe, Thunder-Strong**” plan. Ambassadors will be assigned a building or area of campus to monitor during their shift and are expected to move about their designated area.

## Functions:

1. Welcome students, faculty and staff at building entrances, providing information and answering questions, as needed.
2. Ensure students, faculty and staff are wearing a face covering before entering the building.
3. Provide cloth face coverings to those who need them.
4. Remind students, faculty and staff to maintain a social distance of at least 6 feet both indoors and outdoors.
5. Observe outdoor traffic patterns and suggest improvements, if needed, to enhance safety and efficiency.
6. Verify that all students entering College buildings have a COVID-19 wristband.
7. Refer students to Student Health Services that do not have a student wristband.
8. Document and report interactions with students, faculty or staff who are unwilling to comply with **COVID-Safe, Thunder-Strong** safety protocols.

## Skills and Experience:

Strong interpersonal skills; ability to communicate clearly, graciously yet firmly, when needed.

Commitment to supporting **COVID-Safe, Thunder-Strong** safety protocols. Customer service background or experience in hospitality industry preferred.

Ability to stand or walk throughout 4-8-hour shift

Requires access to a smartphone (for time reporting)

This is a part time position for the duration of the spring 2021 semester.

**To Apply:** <https://form.jotform.com/202125135624141>

*(Please note the form may not be properly working, but please send an email with the requested information and your resume to [conference.services@wheaton.edu](mailto:conference.services@wheaton.edu).)*