

A-Team Positions

Position	Time Commitment	Responsibilities
Ambassadors (volunteer)	10-15 hours/semester	<ul style="list-style-type: none"> • Represent UMBC to prospective students and families through: <ul style="list-style-type: none"> • student panels • receptions • online chats • hosting students • admissions programs • other special programs and events
Student Assistants	5-15 hours/week	<ul style="list-style-type: none"> • Assist with administrative responsibilities in the Admissions Office (data entry, filing, mass mailings, preparing information packets, program preparation, etc.) • Greet and assist visitors in person and by phone • Retrieve and respond to message • Attend mandatory trainings and monthly meetings
Tour Guides	2-3 hours/week	<ul style="list-style-type: none"> • Lead at least one campus tour per week, as well as various Saturday tours • Lead tours at various Admissions and Orientation events • Attend mandatory monthly meetings and trainings
Social Media Ambassadors	2 blog posts/week (approximately 1 hour)	<ul style="list-style-type: none"> • Share experiences with prospective students and their families through blog posts
STARS (Telecounselors)	5-12 hours/week	<ul style="list-style-type: none"> • Talk with prospective students over the phone on weekdays, 4pm - 7pm • Participate in online chats and other recruitment programs
Program Assistants	10-15 hours/week	<ul style="list-style-type: none"> • Prepare for and staff Undergraduate Admissions programs and events • Assist with day-to-day operations and clerical tasks