



College of Fine Arts – Student Ambassador 2025-2026

Job Title: College of Fine Arts – Student Ambassador

Position Open To: **Current College of Fine Arts undergraduate students (only)**

Positions Available:

- (1-2) Department of Theatre and Dance majors (BA and Dance majors preferred)
- 1 Department of Art and Art History major (Art Education and Art History preferred)

Supervisory Organization: College of Fine Arts Dean's Office (Admissions)

Earliest Start Date: April 15, 2025

Position Duration: May 31, 2025 (Expected to continue each semester conditional upon student performance)

Weekly Scheduled Hours: 2-5 (plus additional hours during peak admissions times)

Job Description:

Reporting to the Senior Admissions Coordinator the Student Ambassador will serve an integral leadership role within a larger recruitment team charged with recruiting and yielding students into College of Fine Arts undergraduate degree programs at The University of Texas at Austin. Ambassadors will develop concrete leadership skills in formal presentation styles, communication, tour facilitation, collaborative teamwork, marketing and more.

Working most often amongst a team of 4-12 ambassadors, but at times individually, the student ambassador will provide prospective students and their families a friendly, organized, and insightful campus visit experience.

A successful Student Ambassador takes pride in COFA, enjoys collaborative efforts, and communicates effectively in person, virtually, and via email. Leading from personal experience and training, ambassadors represent the College of Fine Arts and their respective departments. Student ambassadors possess extensive knowledge about COFA and UT Austin, and have a general understanding of college-wide undergraduate degree programs and admissions processes.

Job Details:

Ambassadors are appointed on a semester basis, but are encouraged to continue for the academic year and into the summer (conditional upon student performance and department needs.) COFA recruitment efforts occur in-person, virtually via Zoom and occasionally include travel.

Essential Duties

- Represent COFA and your department as a student professional at admissions events.
- Develop and maintain a working knowledge of degree programs, admissions processes, and general department/college/university information.
- Lead and present at COFA information sessions & tours in-person and virtually.
- Provide students and families with information on departmental programs and be able & willing to share personal experiences at the college and university as a whole.
- Regularly participate in training, continuing education opportunities, team meetings & activities.
- Frequently monitor and respond to work-related email and text in a timely manner.
- Communicate with prospective students and families upon request.
- Actively participate & be featured on COFA admissions social media platforms.
- Set-up and breakdown of in-person events including lifting weight up to 30 pounds



- Attend and support with additional events including but not limited to auditions, college fairs, luncheons, dinners and regional events.
- Work on additional projects in collaboration with fellow ambassadors & coordinators as needed.

Required Qualifications

- COFA undergraduate students enrolled in a minimum of 6 credit hours (fall/spring semesters).
- At least one (1) semester completed by the time of employment. First semester freshmen may not apply. First semester transfer students may apply.
- Maintain a minimum 2.5 GPA.
- Possess strong written and oral communication skills (including email and text correspondence).
- Strong work-ethic, willingness to adapt to change, and desire to be part of a team.

Preferred Qualifications

- Undergraduate sophomore or rising sophomore standing or greater.
- Demonstrable experience in leadership and hospitality or customer service.
- Demonstrable ability to present engaging information to any audience.
- Experience with Zoom and Microsoft PowerPoint.
- Bilingual (Spanish/English)
- Experience that demonstrates potential for success in performing the duties of the position.

Starting Hourly Wage: \$13.00+ (subject to annual increases and/or promotion)

Application Instructions: Apply

Application Required Materials:

- [Online application](#) including a short answer prompt

For questions: Contact ashleyc.rivera@austin.utexas.edu

Additional Information

Equal Opportunity Employer:

The University of Texas at Austin, as an [equal opportunity employer](#) complies with all applicable federal and state laws regarding nondiscrimination. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.