Parent and Family Ambassador Positions
Part-time, $10/hour, summer and fall hours, 4-6 positions available for 2019

The Parent and Family Ambassadors (PFAs) serve as liaisons to the parents and family members of incoming UK students during “see blue.” U orientations. PFAs market the Parent and Family Association by staffing tables during “see blue.” U orientation, interacting with parents and families, answering questions, and accepting membership forms. PFAs maintain a membership database, inputting memberships and coordinating correspondence with members. Throughout the year, PFAs also provide on-site event management for large events.

All PFA candidates must be available to work/train on the following dates:

- **Training** - March 7, 2019 – 5 p.m. – 8 p.m.
- **Merit Weekends** - March 9, 23, 30, 2019 (hours TBD)
- **Spring Family Reunion** – April 13, 2019 (hours TBD)
- **“see blue.” U** (Average 30 - 35 hours/week)
  - June 12 – June 15, 2019
  - June 17 – June 21, 2019
  - June 24 – June 27, 2019
  - July 1 – July 3, 2019
  - July 8 – July 12, 2019
  - July 15 – July 16, 2019 (Wrap-up days)
- **K Week** - August 21 & 22, 2019 (hours TBD)
- **Family Weekend** - September 13-15, 2019 (hours TBD)

Optional working/training days:

- **Merit Weekends** - March 8, 22, 29, 2019 (Hours TBD)
- **Additional events TBD**

The UK Parent and Family Association will select four or more current UK undergraduate students to serve as PFAs. PFAs will receive **$10.00** per hour as well as shirts to wear during “see blue.” U summer orientations and other on-campus events.

Students planning to enroll in summer classes are welcome to apply. We may be able to accommodate summer class schedules depending on how many hours are involved and what time of day the class is offered. (Taking classes in the middle of day is discouraged, as it can severely affect the “see blue.” U work schedule.) Students working other jobs are welcome to apply if those jobs will allow them the flexibility to meet the requirements of the PFA position. If
you have questions about possible conflicts (classes, work, vacations, etc.), please email parents@lsv.uky.edu.

This is a perfect leadership opportunity for students who want to be on campus this summer and enjoy interacting with others and easing their transition into the University community!

**Responsibilities, Qualifications, and Expectations**

Applicants should possess the following qualities, skills, and attributes:

- Broad knowledge of the University
- Some knowledge of the Parent and Family Association
- Ability to answer questions and address concerns about the University
- Good standing with the University
- Good reputation and well-respected by the University community
- Good role model for students
- Strong oral and written communication skills
- Strong organizational skills
- Strong interpersonal skills
- Professional workplace appearance
- Demonstrated commitment to high quality customer service
- Good sense of humor
- Reliable
- Trustworthy
- Attention to detail
- Ability to multi-task
- Flexibility
- Data entry and computer skills
- Ability to stay on task in a hectic work environment
- Ability to lift and move boxes and materials
- Love for UK

**Benefits**

Students chosen to serve as Parent and Family Ambassadors will:

- Improve their communication, leadership, and customer service skills
- Gain valuable work experience with a highly visible, dynamic team
- Network with UK administrators, staff, new students, and their families
- Enhance their interpersonal skills
- Gain experience working in an office setting
- Enjoy some flexibility to take summer classes
• Receive hourly pay for time worked in June and July as well as during Merit Weekends, the Spring Family Reunion, K Week, and Family Weekend and for any additional office hours and events during the 2019-2020 school year.

Please note that this position does not include on-campus housing; PFAs will be responsible for their own summer living arrangements and parking.

Applications

Applications will open on February 1, 2019. Please submit applications by Wednesday, February 20, at noon.

All applications will be reviewed by the Parent and Family Association staff. Applicants chosen as finalists will be invited to a 30-minute interview, based on availability, on either Monday, February 25, 12 p.m. – 4:30 p.m., or Tuesday, February 26, 11 a.m. – 2:30 p.m. All finalists will be notified of their status as soon as possible following the interviews.

Chosen applicants will be required to attend a short training on Thursday, March 7, 5 p.m. – 8 p.m., and will start working on Saturday, March 9, at 7 a.m., for the first Merit Weekend. Please note that Spring Break is scheduled for the following week, March 11 – 15, 2019.

Thank you for your interest in serving as a Parent and Family Ambassador!

If you have questions, please contact Nicki Jenkins, 859-257-2752 or email parents@lsv.uky.edu.