



The Gold Team

Gold Team Ambassador Position Description
Office of Admission

The Office of Admission employs qualified, currently enrolled Carroll students as paid ambassadors for the Gold Team. Gold Team ambassadors conduct campus tours and represent Carroll College during recruitment events & open houses. Gold Team members will also have weekly office hours in the Admission Office, at the Welcome Desk in O'Connell Hall, or as part of the Student Contact Team. Successful candidates enjoy working with people, have a wide range of Carroll College experiences and a willingness to share these experiences with prospective students and their families in a variety of settings.

Interview Process: Fall Semester 2025

Start of Employment: Spring Semester 2026

Gold Team Ambassadors are expected to commit extensive time and energy to the Admission Office. Because training lasts a full semester, we are looking for students who are able to **commit to at least three semesters** on the Gold Team.

Application Deadline: Thursday, October 16th, 2025

Salary: \$12.50 per hour

Hours:

- 5-10 scheduled office hours per week including:
 - At least one tour per week
 - Weekly Gold Team & Training meetings
- Additional hours during the year representing Carroll at various recruiting events and open houses

Contact:

Julia Malmo
Office of Admission, O'Connell Hall
(406) 447-5575
jmalmo@carroll.edu

Responsibilities

- Conduct guided campus tours as scheduled Monday through Friday
- Represent Carroll during recruitment events
- Assist with recruitment activities/programs including campus visitation programs and group tours
- Regularly interact with other Carroll Gold Team Ambassadors
- Participate in a training program and attend weekly Gold Team meetings
- Assist the Office of Admission with a variety of office-related tasks and other duties as assigned

Qualifications

- Attend Carroll as a full-time student in good academic and social standing
- Possess excellent communication and interpersonal skills
- Have the ability to effectively and positively represent Carroll College
- Demonstrate knowledge of resources and services at Carroll College
- Participate in well-rounded academic and co-curricular experiences at Carroll College
- Exhibit leadership, initiative, dependability, discipline and self-confidence



The Gold Team

Application for Gold Team Ambassadors
Office of Admission

Instructions: Please print or type. Return the completed application and supplemental materials to the Office of Admission, O'Connell Hall by **Thursday, October 16th, 2025 by 4:00 p.m.** The Office of Admission will contact you to schedule an interview if you are selected. *Applicants that are missing required application materials will not be invited to interview.*

Please include the following to complete your application packet:

- ☐ Cover letter which includes the following:
 - o An introduction of yourself including examples of your involvement on campus.
 - o Personal goals for this position and why you wish to be a member of the Gold Team.
 - o Examples of specific experiences that have prepared you to be a Gold Team Ambassador.
 - o An explanation of what commitment means to you.
- ☐ Completed application form
- ☐ One letter of recommendation

Name: _____ Student ID #: _____

Local Address: _____ Email: _____

_____ Phone #: _____

Hometown: _____ High School Attended: _____

Major(s): _____ Current Class Standing: (circle):

Minor(s): _____ FR SO JR SR

How long have you been enrolled at Carroll College? _____

Will you be a full-time student during the 2025-2026 academic year? _____

Current grade point average (Cumulative): _____

Work Experience: List your last two jobs, most recent first.

| Position | Company/Organization | Supervisor | Telephone | Dates Employed |
|----------|----------------------|------------|-----------|----------------|
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Office of Admission, O'Connell Hall

Campus/Community Activities: List all campus and community activities as well as leadership positions. Attach additional sheet if necessary.

| Organization/Activity | Position | Dates |
|-----------------------|----------|-------|
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What other commitments do you anticipate having during the 2025-2026 academic year? (Chi Alpha, Peer Minister, Community Advisor, internship, athletics, clinical rotations, study abroad, officer of an organization, other employment positions, etc.)

Please identify who will be sending your letter of recommendation.

| Name | Title/Position | Company | Work Phone |
|------|----------------|---------|------------|
| | | | |

Were you referred by a Gold Team member? If so, please let us know who:

I certify that all information provided on this application is accurate and hereby authorize the Office of Admission to review my student records for the purpose of content verification.

Applicant's Signature

Date

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