**MES Ambassadors – 9/27/2016 meeting - Agenda**

1. **Job Duties**
	1. Meeting with prospective students
	2. Tabling at recruitment events
	3. Calling prospective students
	4. Helping with Admitted Student Afternoon
	5. Hanging posters; writing postcards
	6. Advising on recruitment strategies
	7. Helping with information sessions
2. **Attitudes**
	1. Sharing not selling
	2. Honest but not overly negative
	3. Enthusiastic but not desperate
3. **Expectations**
	1. If you sign up for an event or meeting, you will be there on time or will find another ambassador to fill your place
	2. You will share duties equally among each other. One ambassador should not be doing more than the others.
	3. You will check your email regularly for emails from Heather and Josh about Ambassador needs, as well as the Google Doc schedule
	4. You will represent MES positively and will not give false information (if you don’t know, say so!)
4. **Training**
	1. Brochures
	2. FAQs
	3. Fall 2017 application dates- Oct 3 opens, February 15 priority deadline
	4. Meeting with students
		1. Generally at 1:30 or 4:30, but could be any time – only expected to meet for one hour, but can also add a tour if you want (official tours also given at 11am & 2:30pm from admissions). If at 4:30, we usually take (or show) them to the first year core class at 6 so they can sit in on the first half of class
			1. Items to include:
				1. Library services (library, finaid, reg/records, cashier, computer lab)
				2. Sem II
				3. CAB & Einstein Bros.
				4. CRC
				5. LH
				6. Health Center/Police
				7. Whatever else you want
		2. Food – will receive a coupon for Market or Einstein Bros. for you and guest
5. **Events**
	1. Grad school fairs at Evergreen or Saint Martin’s
	2. Academic Fairs
	3. Off-campus events
6. **Communication**
	1. Google docs –Please sign up on google doc so I know if you can make it. 1 hour meeting required; more if you include a tour (or can embed tour with meeting). Please set up the doc so it notifies you when a change is made.
	2. I will email you all if I don’t see that someone has signed up or if there is a short turnaround meeting
	3. You may decide to talk amongst yourselves to split up duties, as well
7. **Calendar**
	1. Future meetings – Once a month for 1-2 hours – set next one
	2. Tabling and student meetings – see google doc
8. **Phone call nights/afternoons**
	1. Call interested students/applicants to see if they have any questions, remind of application and other app requirements
	2. Call weeks listed in Google doc
	3. To decide - tracking progress; follow-up emails
9. **Admitted Student Day – Thursday before Spring Arts Walk in April**
	1. Ambassadors will help with panels, finding off-campus housing, tours, and social events
	2. Call admits to invite
10. **Getting paid**
	1. 3 hours/week at $10/hour, $300/qtr, weeks 1-10 only
	2. Tina Pearson, 3rd floor library
	3. Look at presentation
11. **Next steps**
	1. Photo – Oct 4
	2. Bio to Josh by Tue, Oct 4