



DUCK GUIDE

Application Packet

Terms of employment: Winter 2020-Spring 2021

Applications due by Friday, October 18, 2019 at 5:00pm

Submit application materials via email to cjust@uoregon.edu

Duck Guides Program Overview

Duck Guides serve as a group of highly trained student ambassadors who promote the Business Administration and Accounting majors for the Lundquist College of Business by providing information sessions and tours of the College of Business to prospective students and families. Duck Guides serve as customer service representatives of the Lundquist College and the University of Oregon.

Duck Guides enhance their recruitment, sales, public speaking, leadership, and interpersonal skills on the job. Duck Guides also learn to deliver and receive helpful feedback. Through trainings and collaboration with other Duck Guides, team members gain a deeper understanding of the Lundquist College including all the services, programs, and activities available in the college.

Duck Guides are currently paid a stipend each term. The position will be changing to an hourly paid rate, in Fall 2020.

Duck Guides are required to commit to set tour shifts, trainings, and other special events; along with a commitment to professionalism and respect for the image of the University of Oregon and Lundquist College of Business.

The goals of the program include:

- Introduce prospective students and families, newly admitted freshmen and transfer students, donors, and VIP's to the Lundquist College of Business
- Promote and represent the high caliber education provided within the Lundquist College
- Educate prospective students and families on the academic benefits and unique opportunities available to Business Administration and Accounting Majors
- Represent clubs, honor societies, and departments with integrity and respect



- Inspire peers and encourage all students to take pride in their work, their surroundings, and their reputation
- Practice customer service skills that will translate into any future full time work

Duties and Responsibilities

Duties include:

- Lead information sessions and tours of the Lundquist College of Business (each member will conduct at least 1 shift per week)
 - Typical shift schedule: Monday and Friday: 12:30-2:00pm or 3:30-5:00pm; Thursday 3:30-5:00pm; spring term may have additional shifts
- Serve the Lundquist College in a professional, ethical, and positive manner at all times
- Participate in mandatory team meetings and trainings
- Represent the Lundquist College during special events (Duck Days, Duck Preview, Week of Welcome, Commencement, etc.)
- Assist with recruitment of new members during Fall term by conducting classroom visits and other recruiting activities
- Check and respond to UO email inbox regularly
- Staff the front desk in Lillis 145 (Starting Fall 2020)
 - Assist in advising appointment and Duck Guide tour check-in
 - Assist in recruitment efforts, including but not limited to large-scale calling/mailling campaigns, preparing recruitment materials for shipment, personally following up with visitors via phone and mail
- Contribute to the team atmosphere and have fun!

Minimum Requirements

- Admitted to the Business Administration or Accounting Major by the end of Winter 2020 term
- Ability to commit to being on campus during Winter, Spring, Fall 2020 and Winter 2021 terms. Employment beyond Winter 2021 is available, but not required.
- Ability to effectively represent the Lundquist College of Business and University of Oregon with pride and enthusiasm
- Experience with public speaking or interest in developing public speaking skills
- Maintain good academic standing

Preferred Qualifications

- Some history of participation in Lundquist Clubs, Honors Program, Study Abroad, or other leadership or campus association experience
- Professionalism, dependability, open-mindedness, responsiveness, and initiative
- Excellent communication skills and an ability to work well with others in a team environment
- Proficiency or fluency in languages other than English



Application Instructions

The application and **resume** are due by 5:00pm on Friday, October 18, 2019. Incomplete and/or late applications may not receive full consideration.

Applications materials will be reviewed and students selected for an interview will be contacted during Week 4. Interviews will be scheduled during Week 5. Students selected to be a member of the Duck Guides team will be notified during Week 5 or 6. New member training will be held during Week 1 of the Winter 2020 term. All Duck Guides must be present at this training event.

For Upcoming Winter Term Class Registration: All guides will work at least one tour shift each week. Please make sure when you schedule winter courses, to leave at least two tour shift times open in your schedule to allow for flexibility.



DUCK GUIDES Application

Name _____ UO ID# _____

Email address _____@uoregon.edu Phone #: _____

Standing: Sophomore Junior Senior

Expected Term and Year of Graduation _____

Are you admitted to the Business or Accounting Major:

Yes No

If no, list the term you expect to be admitted or state your business minor:

Major(s) _____

Concentration(s) _____

Minor(s) _____

Can you make a 4-term commitment to the position?

(Winter 2020, Spring 2020, Fall 2020, Winter 2021)

Yes No

(If no, what is the conflict? _____)

1. Why are you interested in becoming a member of the DUCK GUIDES program?
2. In your opinion, what values exemplify a representative of the Lundquist College of Business?
3. What makes you excited about the College of Business that you would convey to a prospective student?



- Charlie Just, Program Advisor (cjust@uoregon.edu)