



DUCK GUIDES

Application Packet

Winter 2019-Winter 2020

Applications Due: by Friday, October 12, 2018 at Noon

Return completed [Application & Resume](#) to: Undergraduate Advising Office, 203 Peterson Hall or email to barnett@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 are representatives of the entire college and University of Oregon and it is an honor to be chosen to participate in this program.

Guides enhance their public speaking, leadership, and interpersonal skills; as well as gain experience mentoring and providing and receiving feedback. Through trainings and collaboration with other Guides, members gain a deeper understanding of the Lundquist College of Business and all the services, programs, and activities available in the college. Participation is largely volunteer and requires a commitment to the 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 freshman and transfer students, and Donors and VIP's to the Lundquist College of Business
- Promote and represent the high caliber education provided within the College of Business
- 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



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 College of Business in a professional, ethical, and positive manner at all times
- Participate in mandatory weekly team meetings and annual trainings
- Represent the Lundquist College of Business during special events (Duck Days, Duck Preview, Week of Welcome, Commencement)
- Assist with recruitment of new members during Fall term by conducting classroom visits and other recruiting activities
- Mentor new Duck Guides during last term of service
- Check and respond to uoregon.edu email regularly for any staff related emails
- Contribute to the team and have fun!

Qualifications

- Admitted to the Business Administration or Accounting Major or will be admitted by the end of Winter term 2019
- Ability to commit and be on campus during Winter, Spring, Fall 2019 and Winter 2020 (*Please contact the program coordinator if you plan to Study Abroad during one of the required terms; this may be able to be accommodated*)
- Some history of participation in College of Business Clubs or Honors Program, Study Abroad, or other leadership or campus association experience
- Ability to effectively present the Lundquist College of Business and University of Oregon with pride and enthusiasm
- Professionalism, dependability, open-mindedness, responsiveness, and initiative
- Excellent communication skills and an ability to work well with others in a team environment
- Not open to first year students

Important Deadlines and Dates

The application and **resume** are due by NOON on Friday, October 12. All complete applications, including resumes, will be reviewed and students selected for an interview will be contacted during Week 4. Interviews will be scheduled during Week 4 or 5. Students selected to be a member of the Duck Guides team will be notified during Week 5 and invited to a Meet & Greet with current members on November 20 from 4:00-4:50 pm. A new member training will be held during Week 1 of Winter Term. All members must be present at this training event.

For Upcoming Winter Term Class Registration: All guides will work at least 1 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.

