



# The Office of Career and Development Student Ambassador Program

## OVERVIEW

The Ambassador Program serves as the “outreach team” of the Office of Career Planning and Development. Ambassadors help promote events and recruit students, while learning the art of event coordination, time management, communication and team building skills. Note: The office selects 8-10 students that work each semester and throughout the academic year.

## RESPONSIBILITIES

- Attend 1-2 ambassador meetings with ambassador mentors each month
- Meet with the ambassador liaison for check-ins
- Assist with the following:
  - Event set-ups and breakdowns
  - Promote OCPD workshops
  - Recruit students
  - Send out survey links/QR codes

## OVERVIEW OF PROGRAM BENEFITS

- Receive a stipend for recruitment and promotion of events
- Participate in professional development and training workshops
- Receive professional development hours
- Participating in networking, team building and mentoring opportunities
- Access major corporate partner internship opportunities

# **The Office of Career and Development Lead Student Ambassador Program (New Position)**

## **OVERVIEW**

The Lead Ambassador will serve as a mentor in the OCPD Ambassador Program. Lead Ambassadors will facilitate and promote events hosted by the office while learning the art of public speaking, event execution, interpersonal, time management, and team building skills. Note: The office selects 3-5 students that work each semester and throughout the academic year.

## **RESPONSIBILITIES**

- Host 1-2 ambassador meetings with ambassador mentees each month
- Meet with the ambassador liaison for check-ins
- Assist with the following:
  - Event set-ups and breakdowns
  - Promote OCPD workshops and introduce speakers
  - Facilitate Get-Connected and Virtual Recruitment sessions
  - Recruit students
  - Send out survey links/QR codes

## **OVERVIEW OF PROGRAM BENEFITS**

- Receive a stipend for the facilitation and promotion of events
- Participate in professional development and training workshops
- Receive professional development hours
- Participating in networking, team building and mentoring opportunities
- Access major corporate partner internship opportunities