Career Ambassador Job Description

The Career Ambassador team will act as a representative of the Career Development Office among students and with their campus affinity and liaison areas. They will assist in coaching students through basic career development topics and help to market the office and services to students and departments. Duties will include but are not limited to the following:

- Assist CDO staff with drop-in coaching in the Student Success Center and on campus liaison areas
- Lead relationships with student campus partners by hosting drop-in hours, creating presentations, and facilitating quick questions with peers
- Initiate and deliver at least 3 presentations per semester on topics such as Resume Writing, Getting Started with Career Development, Finding an Internship, LinkedIn, etc.
- Provide coverage for Fall Career Fair, Spring Career Fair, and Education Career fair, and other large events as necessary
- Attend weekly meetings and ongoing training on different career development topics
- Advise marketing of CDO events by distributing flyers and interacting with social media posts to promote the office and services
- Build drop-in hour traffic to increase visibility Career Ambassadors will be partially responsible for driving traffic to their drop-in hours and increasing visibility
- Greet employers hosting information sessions or information tables around campus
- Attend a mandatory training session week before the start of fall semester (dates TBD)

Career Ambassadors will be responsible for doing research to complement requirements previously mentioned in a field of interest.

Qualifications

- 2.75 GPA
- Rising Junior or Senior (2021 or 2022 graduation date)
- Willingness to learn and build career development skills
- Ability to commit to a full academic year in this position