October, 2024

Dear Erdun,

I am pleased to offer you the appointment one of the '24-'25 Khoury Student Ambassador at the Miami Campus for the Khoury College of Computer Sciences.

Start Date and Pay

Your start date will be effective 11/1/2024 and will end on 08/30/2025. You will be paid weekly at the hourly rate of $20.00 with the expectation of working 6-7 hours per week.

Position Description

The role of Khoury College Campus Community Ambassador is to continue the work of building and fostering community engagement through hosting events and being an active presence on campus.

This position is a great way to get involved with our Miami Khoury College community gain leadership experience, and help staff stay connected to the wants and needs of Khoury College students. There is some flexibility for the student to bring their own interests and ideas to the position. We are looking for someone who is committed to helping us improve the graduate school experience for Khoury students and build our Khoury community.

General Requirements:

- Students must be enrolled as a Khoury and may not be on academic probation.
- Students may not be on co-op while a student employee.
- Student hours worked in one week (when classes are in session) must not exceed 20 hours
- Students should be prepared to attend all Khoury Events held throughout the semester.
- Students will be expected to meet with Brinn for an hour every week.

Responsibilities of the Khoury Student Representative:

Campus Community Building:

- Attend all Khoury programming on campus.
- Host bi-weekly open coffee chats (campus cafe) (This is a space for creativity)
- Encouraging students to join social events (sharing on slack/WeChat, verbal invites to classmates, etc.)
- Plan and execute a monthly social event (low lift event)

Khoury College of Computer Sciences
Northeastern University
Arlington Tower
Suite 1500
1300 17th Street North
Arlington, VA 22209
617.373.2462
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- o Gaming event
- o Karaoke
- o Crafts
- Attending and promoting campus led social student events

Liaison between Khoury Students and Staff:

- Provide insight and context to Khoury College Staff about trends, issues, or requests that are arising within the Khoury student body.
- Informally gather feedback from students through face-to-face and online communication (i.e. WhatsApp, Slack, etc.) about the student experience to share with Khoury College staff.
- Serve as a sounding board for new ideas Khoury College wishes to implement.

Welcoming Admitted Students:

- Attend and participate in new student webinars to answer questions, and get new students excited about joining the Miami campus
- Be available for 1:1 meetings with incoming students who would like to speak to a current students about their experience on our campus.
- Refer students to staff when appropriate and/or notify staff if a particular student needs additional support from staff.

Connecting with the National Capital Region:

- Seek out networking events in the area and compile opportunities for Miami students to get connected outside of our campus.
- Coordinate groups of students who are interested in attending the same events (coordinate transportation, navigate the event as a group, gather feedback about the events to determine if it is worth attending in the future)

Please sign this letter below and email or deliver it to Brinn Strenger at b.strenger@northeastern.edu

Welcome to the Khoury College of Computer Sciences student employee team!

Congratulations!

Brinn Strenger

Brinn Strenger, M.Ed

Assistant Director of Graduate Student Services

Khoury College of Computer Sciences

I accept employment as a Student Ambassador for Khoury College of Computer Sciences, and agree to the terms stated in this letter:

Name (Signature): _____NUID#   002375417

Date: October 16, 2024