**Khoury Student Ambassador**

Khoury College is currently looking for enthusiastic and motivated students to work as Khoury Ambassadors at the Miami campus. Community Ambassadors are Khoury students that strive to create community for their peers and mentor fellow students in Khoury College. The position provides students with the opportunity to manage programs and events for the Khoury community.

This position's goal is to create space for students to gather and create community with one another, faculty, and staff semi-regularly. This can be done through bi-weekly community discussions, social programs, and any other opportunities determined by the Ambassador team. We would like to hire one Miami student. Ideal candidates will be available fall, and spring.

Khoury Ambassadors will assist with and lead co-curricular educational programs, personal and professional development opportunities, and cultural and diversity experiences on and off campus. Some examples of events we would like to host include; Student led lightning talks/research showcases, discussions surrounding ethics in computer science, and networking events. There is some flexibility for the Khoury Student Rep to bring their own interests and ideas to the position.

**General Qualifications/Requirements:**

* Applicants must be enrolled full time as a Khoury student and in good standing
* Applicants may not be on co-op while a student employee
  + If you receive a co-op offer and accept it at any time in your role you can no longer continue as a student ambassador
* While a student may hold more than one on-campus job, their total hours worked in one week (when classes are in session) must not exceed 20 hours
* 10–15 hour per week commitment, potential extension into summer months
* Applicants must be available to work beginning mid-October.
* Must be able to commit 1 full academic year
* Cumulative GPA minimum: 3.0 must be maintained throughout employment
* Interest in working with and assisting other students in building community
* Excellent time management as well as written and verbal communication skills
* Strong desire to create community, grow personally/professionally, and improve the student experience.
* Have a commitment to Diversity, Equity, and Inclusion personally and in your work

**Preferred Qualifications:**

* Experience in event planning from small to large scale events
* Graphic design experience, Canva or other digital design platforms
* Experience hosting or supporting wellness events, programs and activities, including mental health, physical health, emotional health and spiritual health
* Experience in providing services and support to diverse populations
* Experience working with Teams, Zoom
* Comfortable using Banner, Student Hub, and Microsoft Forms
* Comfort with public speaking is a plus

**Responsibilities of the Khoury Ambassador:**

*Admissions & New Student Services:*

* Reply to “Ask a student” emails from prospective Khoury College students regarding student experience
* Assist with recruiting events on- and off-campus (fall and spring open house, participating in panel, networking with prospective students, etc.)
* Meet with prospective Khoury College students who visit campus and give tours as needed
* Attend and assist with New Student Orientation

*Liaison between Khoury Students and Staff:*

* Provide information to Khoury College about trends, issues, or requests that are arising within the student body
* Informally gather feedback from students through face-to-face and online communication (i.e. Facebook group, 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
* Student Ambassadors will regularly share feedback on systems, processes, the student experience, etc. with the Khoury college team
* Student Ambassadors will attend regular group and 1:1 meetings

*Student Resource:*

* Be an available peer and advocate for students to share ideas, questions, or concerns about their experience, particularly during the first month of the first semester
* Refer students to staff when appropriate and/or notify staff if a particular student needs additional support from staff
* Hold regular weekly office hours to connect with current students (2 hours each week on campus)

*Events:*

* Coordinate and execute social and educational programming in collaboration with campus and Khoury College staff
* Assist staff with spreading the word about events to encourage attendance
* Assist staff with larger student events when requested

Must be available for the following events/dates:

* + End of year celebration
  + Open house (fall and spring)
  + Other events as needed

*Confidentiality*:

You may come across situations where you hear confidential or sensitive information about students. Please do not share any information that may be considered sensitive, and you should always err on the side of caution. If you happen to learn concerning information about students, please share it with your supervisor immediately so that we can take the necessary measures to check that the student is safe.

*Professionalism*:

There will be many situations where you will be acting on behalf of our university. We expect you to always maintain your professionalism and know that you are a student leader who many students will turn to for questions and guidance. Please always maintain professionalism when you are working with prospective students and visitors as well since you may be the first impression that these guests will carry on about our university.

Pay Rate: This is an hourly paid position at $18/hour   
Time Commitment: 10-20 hours per week  
  
  
Applications close on October 4th at 5pm EDT. If you have any questions about the position or hiring process, please contact b.strenger@northeasetern.edu

Please submit a PDF version of your resume in the application form.