

## Job Description

<b>Job title</b>	<i>Student Ambassador (Undergraduate &amp; Graduate)</i>
<b>Reports to</b>	<i>Student Leadership and Engagement Coordinator</i>
<b>Positions</b>	<i>1 General Ambassador</i>

### Job purpose

The Student Ambassadors provide support for the Student Leadership and Engagement Coordinator (SLEC) and Graduate Student Leadership and Engagement Coordinator (GSLEC) in the development and execution of programming to reach the goals of Orientation and the Student Life Vision/ Mission. Student Ambassadors will become the faces of UNBC Student Life and Orientation on social media and represent Student Life and Orientation across UNBC through the collaboration, preparation and execution of our programming and events. Student Ambassadors are expected to be leaders and role models on campus who introduce student life and represent the university as a positive, inclusive, and dynamic learning and living environment.

### Duties and responsibilities

- Working with the student ambassador team, UNBC departments, and services, the SLEC and GSLEC, and volunteers, to plan, organize, promote, execute, and evaluate Student Life Programming to meet the needs of undergraduate and graduate students,
- Assisting in the recruitment, training, and supervision of student volunteers to assist with Student Life programming,
- Assisting in the planning and implementation transition activities including but not limited to:
  - Campus tours,
  - Webinar Series,
  - Moderating online communities on social platforms,
  - Social media engagement activities,
  - Planning, marketing, and facilitating programming for students under the direction of the SLEC and GSLEC.
- Reviewing online communications (website) and providing feedback & support for content updates,
- Supporting the SLEC with the creation of consistent and meaningful content from the student perspective on all identified social media platforms, including writing and editing social media posts, improving engagement, and promoting social media campaigns.
- Serving as a role model, advocate, and peer mentor to new and continuing students, through a focus on academic success, community building, and leadership development.

The level of complexity will vary from task to task. The effective execution of virtual and in-person events requires high levels of professionalism, tact, interpersonal skills, and problem-solving. Student Ambassadors receive training and assistance to perform their duties while developing their ability to complete tasks independently.

*This job description outlines the general nature and level of work to be performed by employees in this position or within this classification. Management retains the right to assign or reassign duties and responsibilities to this position at any time according to the organization's needs. The Job Description is not a comprehensive inventory of all duties, responsibilities and qualifications that may be required of employees assigned to the position or classification.*

## Qualifications

Successful candidates for Student Ambassador positions will be current UNBC Undergraduate or Graduate Students studying at the Prince George campus who have a passion for promoting student engagement and connection with the campus community.

Successful candidates must demonstrate the ability to balance their academic goals with Student Life and Orientation workload expectations, and any other outside responsibilities. Candidates must maintain a GPA of 2.67 (B-) to qualify.

### Knowledge, Skills and Abilities

- Excellent interpersonal skills with a customer service approach,
- Enthusiastic, reliable, and responsible,
- Public speaking experience an asset,
- Self-directed starter and resourceful,
- Highly organized with excellent attention to detail,
- Demonstrated ability to function in a multi-tasking environment and interact in a highly professional manner,
- Must be comfortable in front of a camera and facilitating virtual events,
- An amicable, authoritative, and culturally aware disposition.
- Social media management

## Competencies

**Communication:** Clearly conveying and receiving messages to meet the needs of all. This may involve listening, interpreting, formulating, and delivering, verbal, non-verbal, written, and/or electronic messages. Creates an atmosphere in which timely and high-quality information flows smoothly up and down, internally, and externally of the University and encourages open expression of ideas and opinions.

**Continuous Learning:** Demonstrates eagerness to acquire necessary technical knowledge, skills, and judgement to accomplish a result or to serve a team member or a customer/client's needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform the job more effectively.

**Flexibility:** Personal willingness and ability to adapt behaviour and work methods in response to new information, changing conditions or unexpected obstacles.

**Leadership and Motivation:** Ability to provide direction and to inspire and support others to achieve the Vision, Values and objectives of the team and the University as a whole. It requires that everyone shows respect for others, tolerance, and openness.

**Organizational Awareness:** Ability to understand the structure and culture of the organization and to achieve value whilst ensuring that you consider the impact of your own or your team's action on the University. It is about fostering an entrepreneurial culture by reducing complexity, avoiding waste, and maximizing opportunities. It is about improving quality and working to reduce costs.

**Planning and Coordination:** Ability to select priorities, co-ordinate activities and make best use of resources to ensure that the University's Vision, Values, and objectives are achieved. It is about all staff knowing their criteria for success, and addressing their priorities by using their time wisely, reviewing their workload and resource needs to succeed.

**Problem Solving and Judgement:** Ability to assess options and implications, to identify solutions. Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions, and provides solutions to individuals and organizational problems.

**Results Orientation:** Ability to understand, use and review the main University processes and systems. It is about encouraging a continuous improvement culture, keeping an open mind to new ideas, eliminating waste, bureaucracy, and unnecessary administrative costs.

**Service Orientation:** Ability to provide and maintain the highest standards of service for all customers/clients. It is about putting our customers/clients at the heart of everything we do by designing and delivering programs, services and processes which meet or exceed their diverse needs.

**Teamwork and Collaboration:** Ability to work in partnership with your own and other teams to ensure mutual understanding of objectives, effective communication, and collaboration towards shared priorities. It is about creating opportunities to network across all functions recognizing the interdependence of individuals and services.

**Values and Ethics:** Fostering and supporting the principles and values of the organization and the Public Service as a whole.

## Hours and Wage

The **General Student Ambassador** position is 16hrs/week from January 2024 – April 2024 at a rate of \$18/hour.

## To Apply

Please forward your cover letter, and resume from your UNBC student email quoting UNBC Student Ambassador to: [Dakota.denduyf@unbc.ca](mailto:Dakota.denduyf@unbc.ca) Deadline to apply Jan 1<sup>st</sup>, 2024.

Inquiries: 250-960-5024 or [Dakota.denduyf@unbc.ca](mailto:Dakota.denduyf@unbc.ca)

We thank all applicants for their interest however, only those applicants selected for further consideration will be contacted.