Position Description
College of Liberal Arts
Student Ambassador Program (Team Members)

Working Title: CLA Student Ambassador
Supervisor Name: Erika Pepmeyer
Supervisor Working Title: Recruitment Coordinator, College of Liberal Arts

Description of Work Unit
CLA Student Ambassador Program is part of the College of Liberal Arts Dean’s Office, supervised and led by the College of Liberal Arts Recruitment Coordinator with additional leadership provided by three CLA Student Coordinators who each receive a $3,000 scholarship for their one-year appointment. The Recruitment Coordinator, with support from the Ambassador Program, is responsible for planning and executing the college’s undergraduate recruitment and outreach efforts, serving as the primary point of contact for prospective students and families, coordinating individual visit experiences and visit day involvement for the college, and collaborating on recruitment efforts for the college’s 15 departments.

CLA Ambassadors provide support through participation in a variety of strategic recruitment initiatives aimed at promoting the value of a liberal arts degree (from Colorado State University), providing personalized attention and meaningful experiences for prospective students and families, and supporting other needs as outlined by program leadership. As representatives for the College of Liberal Arts and Colorado State University, members of the CLA Student Ambassador Program hold ourselves to the highest professional standards and are committed to upholding CSU’s Principles of Community and Land-Grant Mission at all times.

Position Summary
The CLA Student Ambassador Program is a team consisting of current undergraduate CLA students serving in volunteer roles, selected through a competitive application process. Much like our college’s student-body, the CLA Student Ambassador Program aims to represent a variety of majors, backgrounds, interests and involvements. All ambassadors are eligible to apply for a Student Coordinator position after one semester in the program.

In addition to ongoing training, leadership and professional development activities, CLA Ambassadors will have opportunities that include but are not limited to staffing or presenting at campus visit day events, providing insights and information about what it’s like to be a CSU and CLA student, liaising with academic departments or campus offices, giving tours to visiting students and families, interacting with future students in-person, over email or by phone, serving on committees, assisting with social media and marketing campaigns, and more. Team values include accountability, community, making a difference, leadership, and teamwork.

The Ambassador Philosophy
Choose Your Attitude, Know Your Guest, Know Your Knowledge, Make Their Day

Minimum Qualifications (required for consideration)
- Completed at least 15 credits (at CSU) at the time of application
- Primary major in the College of Liberal Arts
- 3.0 cumulative GPA minimum at time of application, maintained each term in the role

Preferred Qualifications
- Demonstrated understanding of and commitment to CSU’s Principles of Community
- Resourceful, creative and adaptable
- Strong interpersonal and public speaking skills
- Excellent written and verbal communication skills
- Interest in servant leadership and promoting the value of a liberal arts degree
Position Expectations
- Complete training requirements as outlined below
- Attend weekly team meetings (‘18-‘19 weekly meeting time TBD)
- Assist with a minimum of one campus visit day each semester
- Uphold the Ambassador Philosophy and Principles of Community at all times
- Serve as positive representative of the college and university at all times
- Participate in one team service project each semester

Training
All Ambassadors (including Student Coordinators) are required to attend Fall Retreat (August Dates TBD). Retreat events satisfy the training requirement for all new members. All ambassadors are required to successfully complete a minimum half-day training prior to participation in any formal recruitment activities. Training will be led by the Student Coordinator for Leadership Development as directed by the program supervisor. Tour training is additional and not required.

Leadership Opportunities
- Serve as a liaison for a department or key campus office
- Provide support for individual campus visits and additional campus visit days
- Give tours and/or presentations to visiting students and families

Compensation
This is a volunteer position. However, benefits of participation include but are not limited to:
- Eligibility to apply for a paid Student Coordinator position after one semester.
- Experience in a professional work environment including ongoing professional development, leadership and training activities.
- Growth and application of essential skills including public speaking, communication, critical thinking, working with diverse groups, and networking.
- Upon completion of training, all ambassadors will receive a personalized ambassador nametag and annually at least one piece of select CLA Ambassador gear such as a t-shirt, polo or pullover. Promotional items and program gifts may vary dependent upon university, college and program budgets.

Start Date (August 2018)
Training dates are being determined and will be shared during the interview process or ASAP. Flexibility may be granted for students with sound reasoning who initiate proactive discussions with the program supervisor and coordinator for recruitment and outreach.

Application Materials
Complete all steps as outlined below. To be considered for Fall 2018, a complete application including all required materials must be submitted by 5pm on Friday, April 27, 2018.

The application can be found at: www.libarts.colostate.edu/cla-ambassadors/#applicationprocess

1. A complete CLA Student Ambassador Application submission includes:
   - Cover Letter explaining interest in position and relatable experience that makes you an excellent candidate.
   - Resume showing experience related to position and meeting minimum qualifications
   - A minimum of two references.
     - One reference must a professional staff or faculty member on-campus
     - References will not be contacted without prior notification

2. Questions? Contact cla_recruitment@colostate.edu