

# Career Ambassadors

## Top Five Reasons to be a Career Ambassador

- Provide valuable help to your peers as they explore a career.
- Enhance your communications skills.
- Acquire leadership, marketing, and information research experience.
- Develop presentation skills through workshops and group activities.
- Receive training and assistance with your own career development.

### Responsibilities

- ❖ Assist students with preparing resumes and cover letters, using online resources, and accessing information on upcoming events and workshops.
- ❖ Participate in events sponsored by the Career Center and assist staff with projects and programs.
- ❖ Work with Career Education and Development staff to develop and implement new ways to market the office through various media and activities on campus.
- ❖ Develop and/or deliver presentations on career topics to student groups.

### Qualification & Skills

Applicants should be current second or third-year student.

Strong written and verbal skills are necessary, as well as enthusiasm for peer education, creativity and brainstorming skills, initiative to learn new information, and the ability to work independently.

### Training

Two required training sessions will be held at the beginning of each semester, dates to be announced.

Training will include learning Career Education and Development services and resources, and strategies of the job search process, creating various types of resumes and cover letters, applying to graduate school, and building positive peer interactions.

### Commitment

Career Ambassadors will be expected to work 4 to 8 hours per week from September to May, excluding breaks and holidays. This includes doing presentations to clubs and organizations, marketing the office in various venues around campus, and assisting at special events as their schedule permits.

### Applying

Deliver your completed application to CC Suite 104, Career Education and Development, and contact our office at 609-652-4650 to schedule an interview.