

Schulich

JOB TITLE: Graduate Ambassador Program Coordinator

DEPARTMENT: Student Services and International Relations

SALARY: \$19.87/hour

ELIGIBILITY: Current graduate student or recent Schulich graduate

HOURS: 10-15 per week

NO OF POSITIONS: 1-2

POSITION START DATE: October 2017 POSITION END DATE: April 2018

PURPOSE:

The **Schulich Graduate Ambassador Program** offers graduate students a unique opportunity enhance the student experience for prospective, recently admitted and current students. Graduate Ambassadors are a select group of current student leaders who share their passion for being a Schulich student with the community. The program's goal is to connect current student ambassadors with prospective and newly-admitted students, and to develop initiatives to optimize transition to Schulich.

The **Graduate Ambassador Program Coordinator** will provide leadership and mentorship to graduate ambassador volunteers and lead the Graduate Student Ambassador Program.

Reporting to the Student Experience & Communications Coordinator, the Graduate Ambassador Program Coordinator will support a variety of initiatives that promote a positive Schulich experience. Responsibilities will include recruiting and training new volunteer graduate ambassadors, acting as an online community manager, and facilitating prospective student visits, tours and webinars.

This is a unique opportunity to manage a large volunteer network, analyze and improve processes, and measure results for the second year of this program pilot. The Graduate Ambassador Program Coordinator will play a key leadership role while significantly expanding their Schulich network.

Fixed weekly office hours in the Division of Student Services and International Relations required. Some evening and weekend work necessary.

RESPONSIBILITIES:

Graduate Student Ambassador Coordination

- Recruit, train and evaluate graduate student ambassadors

- Manage the Graduate Ambassador inbox and fill incoming requests for class visits, building tours and connections with current students
- Respond to emails, set up phone calls or Skype chats with candidates to discuss the student experience, and conduct necessary follow up
- Maintain database with demographics of active volunteer graduate ambassadors and track participation
- Provide feedback to Student Services and International Relations on the performance of ambassadors
- Lead the coordination of major on-campus events including the selection of ambassadors for participation at events and assign these volunteers tasks
- Engage in social media and write blog posts/articles promoting the Program and individual ambassadors
- Plan and execute a year-end Ambassador Appreciation event
- Provide a year-end report on the delivery of the Program and areas for improvement (to be presented to management staff in the Division)

Student & Enrolment Services/Admissions Support

- Produce print materials for events and assist with various publications and marketing materials
- Participate in events and/or webinars as required within Student Services and International Relations (*ie. Launch Week, Flying Start, Experience Schulich*)
- Contribute meaningful content for the website, Gradblog, student newsletters
- Assist with reviewing and developing new resources for current students
- Other duties as assigned

REQUIREMENTS:

- Highly engaged continuing students who have previously participated in the Graduate Ambassador Program are preferred
- Ability to demonstrate enthusiasm and passion for the Schulich community, the School, and the graduate programs
- Outstanding verbal, written, and presentation skills (written test required)
- Creative thinking and an eye for design; Adobe Creative Suite skills an asset
- Highly organized and adept at multi-tasking; ability to exercise good judgment and ensure confidentiality
- Experienced in leadership roles and working in a team environment; event management experience an asset
- Familiarity with commonly used survey and presentation software
- Experienced in using social media platforms in a professional capacity

SUBMISSION: Please forward your cover letter and resume to Keshia Gray at graduateambassadors@schulich.yorku.ca by **Tuesday October 10, 2017 at 5:00pm.**

Note: Shortlisted applicants will be contacted for an interview. A short presentation and a written test will be required.