

**Student Program Ambassador
Master of Environmental Studies Program (MES)**

Reports To: Assistant Director

Hours: Varies – average of 4 hours per week (40 hours per quarter) in Fall and Winter quarter, and 10-20 hours total in Spring Quarter. Three or four positions available.

Duration: Ambassadors start in mid-September for new student Orientation and end in April after Admitted Student Day.

Compensation: \$11.00/hour; may be paid completely or partially through work-study funds, depending on student eligibility

Start Date: Negotiable. Preference may be given to students who can attend a two hour Ambassador training the week of September 10. Ideally all Ambassadors will support new student Orientation on Monday, September 17.

Qualifications:

- Must be a second or third year MES student who is enrolled for at least 2 credits in Fall, Winter, and Spring of 2018-19
- Excellent communication skills – phone, email, and in person
- Professional
- Interested in meeting new people
- Flexible

Job Duties:

- Meet with prospective MES students for campus tours, or coffee or lunch (MES provides)
- Call prospective students, applicants, or admits to answer questions or remind about application deadlines
- Attend regular meetings and/or trainings with MES Assistant Director
- Represent MES at fairs, events, or panels
- Support planning and implementation of Admitted Student Day in April, 2017
- Write or solicit one blog per quarter for MES website
- Other promotional duties as assigned
- Advise Assistant Director on certain recruitment/marketing decisions

How to Apply:

- Submit a resume and a short statement explaining why you're interested in being a Student Ambassador, to MES Assistant Director Andrea Martin at martina@evergreen.edu. Preference given to applications received by 8am on Monday, June 4, 2018. If needed, interviews will be held the week of June 11.