**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. Two or three positions available.

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

**Compensation:** $11.50/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 16. Ideally all Ambassadors will support new student Orientation on Monday, September 23.

**Qualifications:**

* Must be a second or third year MES student who is enrolled for at least 2 credits in Fall, Winter, and Spring of 2019-20
* Excellent communication skills – phone, email, and in person
* Professional
* Interested in meeting new people
* Flexible schedule

**Job Duties:**

* Meet with prospective MES students for campus tours, or coffee or lunch (MES pays or provides reimbursement)
* 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, 2020
* 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 5pm on Friday, May 31. If needed, interviews will be held the week of June 10.