

**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.