

MES Ambassador Position Description

Graduate Program on the Environment

Reports To: Assistant Director

Hours: Varies – averages 5 hours per week when class is in session; three positions available

Compensation: \$500 per quarter for fall, winter and spring. Meals/coffee occasionally included.

Start Date: September 25, 2017 (may be asked to help at orientation on the afternoon of September 19, 2017)

Qualifications:

- Must be a second-year, third-year, or fourth-year MES student who is enrolled for at least 2 credits in fall, winter and spring 17-18
- Excellent communication skills – phone, email, and in-person
- Professional
- Interested in meeting new people
- Flexible

Job Duties:

- Meet with prospective MES students for coffee or dinner (MES provides)
- Call prospective students, applicants, or admits to answer questions or remind about deadlines
- Attend regular training meetings with MES Assistant Director
- Represent MES at fairs, events, or panels
- Help plan and implement Admitted Student Day in April 2017
- Write or solicit a minimum of 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 to Andrea Martin, MES Assistant Director, by 9am, June 7, 2017. Please email martina@evergreen.edu. If needed, interviews will be held the week of June 12.