



Florida State University Career Center Student Ambassador Program

APPLICATION PACKET

AMBASSADOR POSITION DESCRIPTION

The Career Center Student Ambassador Program is recruiting students for the 2018-2019 school year! As an Ambassador you will get the opportunity to represent The Career Center and develop valuable skills to help you personally and professionally.

REQUIREMENTS

- Commit to program for at least 2 semesters (Fall 2018 & Spring 2019)
- Minimum 2.75 GPA **AND** be in good academic standing with FSU
- Volunteer a minimum of **25 hours per semester**
- Attend **ALL** bi-weekly Professional Development Sessions on **Wednesdays from 9:05-9:55 AM**
- Attend our **MANDATORY** training session on **Friday, August 24, 2018**

AMBASSADOR ROLES & RESPONSIBILITIES

- Market and promote Career Center events and services to students
- Volunteer at programs and events such as career fairs and workshops
- Conduct presentations and outreach to market Career Center services and events to students
- Host employer visits including information sessions and interview days

BENEFITS

- Significant leadership experience
- Enhance your resume and boost your professional presence
- Network with students, employers and staff
- Opportunity to make an impact on students' college experience

DESIRED QUALITIES

- Possess strong interpersonal skills, have a positive attitude and willingness to serve
- Willing to accept a challenge and to step out of comfort zone
- Have a desire to achieve excellence
- Ability to manage multiple tasks (academics, ambassador requirements and other responsibilities)

SELECTION PROCESS OVERVIEW

Step 1: LEARN ABOUT THE POSITION

Students should review the application and position information on our website **AND** attend an information session. This information will help you have a better understanding of what the job entails. Be sure to also confirm that you are available for all listed dates and will be able to attend all mandatory events.

Step 2: COMPLETE ONLINE APPLICATION

Students must submit an application and resume through **Handshake** in order to be considered for the program. All parts of the application must be submitted by **FRIDAY, MARCH 23RD**. **Hard copy applications will not be accepted**

Short Essay Questions: You will be asked to answer two (2) questions:

- Why are you interested in becoming a Career Center Ambassador and what can you contribute to the team?
- What you do hope to gain from being a Career Center Ambassador?

References: You will be asked to provide two (2) professional or academic references

Step 3: INTERVIEW SELECTIONS

After applications have been reviewed, students selected for interviews will be contacted via email. Selected students will sign-up for interviews in Handshake

Step 4: INTERVIEW ROUND

There will be a 30-minute interview with a panel of Ambassador Program staff. Interviews will take place in The Career Center (Dunlap Success Center).

Step 5: SELECTION OF AMBASSADORS

The Ambassador Program staff will notify students on the decisions the week following interviews. Selected students will attend a Welcome Reception the Friday before Finals Week.

AMBASSADOR SELECTION TIMELINE

APPLICATIONS OPEN

Monday, February 26

INFORMATION SESSIONS

Tuesday, February 27 | 2-3 pm
Dunlap Success Center, Room 2201/2202

Wednesday, February 28 | 1-2 pm
Dunlap Success Center, Room 1006

Thursday, March 1 | 5:15-6:15 pm
Dunlap Success Center, Room 1006

Friday, March 2 | 9:30-10:30 am
Dunlap Success Center, Room 2208

Monday, March 19 | 9:30-10:30 am
Dunlap Success Center, Room 1006

Tuesday, March 20 | 11 am-12 pm
Dunlap Success Center, Room 1006

APPLICATION DEADLINE

Friday, March 23 | 11:59 pm

INTERVIEWS

Monday, April 9 - Thursday, April 12

SELECTIONS & NOTIFICATIONS

Monday, April 16 - Tuesday, April 17

Questions?

Briana Edwards

bcedwards2@fsu.edu

FREQUENTLY ASKED QUESTIONS

Are Information Sessions Mandatory, and what is covered?

Yes. Each student is required to attend an Information Session in order for their application to be considered. Each Information Session will cover the Ambassador position, the application process and the expectations of the role. In order to get credit for session attendance, make sure you swipe/sign-in at the Information Session.

Do I have to be a specific major or year level?

No. Any student can apply for the Ambassador position.

Do I have to be involved on campus to apply to be an Ambassador?

No. However, the application will require to you to answer a few questions regarding: previous/current employment, campus or community involvement and any leadership positions you may have held

I graduate next year. Can I still apply?

In order to be eligible for the Ambassador Program, you must be an FSU student through Spring 2019.

Do I need reference letters?

No. You do not need recommendation letters, but you will need to list two (2) references on your application. This reference should not be a peer or a close friend/family member.

What types of characteristics or abilities are you looking for in an Ambassador?

We are seeking students who have a willingness to learn and grow as a student, person, and leader. Additionally, students should be committed service, have excellent communication and time management skills, ability to work well in a team and professionalism.

What if I have to miss a session or training?

When you apply, you are committing to all the required dates. Please tell Ambassador staff before accepting the role if you are aware of an obligation that will require you missing a session. If we are unable to work through the conflict with you, we suggest you consider applying for the program in the future.

Can I have another job?


In the past, Ambassadors have had jobs, internships or been involved in other activities. We expect the Ambassador position to be a priority and students should have excellent time management skills.

What's a typical work week like for an Ambassador?

The Ambassador Program is designed to allow for flexibility in a student's schedule. Volunteer opportunities are presented throughout the semester and slots are broken down into 1-hour increment time periods. Career Fair week is our busy week and we look for Ambassadors to volunteer at least 1 day throughout that week.

Will I have to learn about everything The Career Center offers by myself?

No. Ambassadors go through a full-day training session, that will teach you the most critical aspects of The Career Center. Throughout your time volunteering, you will be surrounded by fellow Ambassadors and/or Career Center staff to help you gain the knowledge you will need to be successful.





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APPLICATION

CANDIDATE INFORMATION

Full Name: _____

FSU ID: _____

Local Address: _____

Telephone Number: _____

FSU Email: _____

ACADEMIC INFORMATION

Major(s): _____

Overall GPA: _____

Current Classification: _____

Graduation Date: _____

Freshman/Sophomore/Junior/Senior/Graduate

EXTRACURRICULAR INVOLVEMENT

Please list any clubs/organizations, volunteer work, or athletics you are involved in. Include any leadership positions

Please list any on or off-campus employment and average hours per week

AVAILABILITY

Please list your available times to volunteer as an Ambassador

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Will you be available for **MANDATORY Full-Day Training Session**, _____ Yes _____ No
scheduled for Friday, August 24th?

Will you be available for **ALL Professional Development Sessions**, _____ Yes _____ No
scheduled for Wednesdays from 9:05 - 9:55 am?

REFERENCES

Please provide the names of two professional or academic references:

Name: _____ Name: _____

Title: _____ Title: _____

Phone Number: _____ Phone Number: _____

Email: _____ Email: _____

ADDITIONAL QUESTIONS

How did you find out about the Career Center Ambassador Program?

_____ Email _____ Current Ambassador
Name: _____

_____ Tabling _____ Newsletter

_____ Career Center Website _____ Other: _____



ADDITIONAL QUESTIONS

Why are you interested in becoming a Career Center Ambassador and what can you contribute to the team?

What you do hope to gain from being a Career Center Ambassador?

