

ENGINEERING STUDENT AMBASSADOR JOB DESCRIPTION

2023-2024 Academic Year: August 2023 – May 2024

PURPOSE: The Engineering Student Ambassadors assist in creating a welcoming environment in the College of Engineering, recruiting prospective students, and assisting with activities to enhance the transition and retention of these students at the University of Iowa.

RESPONSIBILITIES include, but are not limited to:

- Cultivating a welcoming environment for all prospective and current engineering students with a special focus on students from traditionally under-represented backgrounds
- Organizing and assisting in group and individual activities for prospective students scheduled for days, evenings, and weekends, including Explore Engineering@Iowa (eDay) programs, Hawkeye Visit Days, Admitted Student Days, tours of the College of Engineering, visits from middle/high school classes, and individual visits with prospective students and their parents.
- Communicating with prospective students in a variety of ways including through e-mail and postcards.
- Organizing and assisting in the implementation of college events and various projects during the year: OnIowa! Welcome/Open House, Explore Engineering@Iowa, answering e-mail, overseeing the daily tour, serving as receptionist, etc.
- Maintaining personal information and records in strict confidence. This includes information gained from written, verbal, and electronic communications with current & prospective students, faculty, or staff.
- Completing other projects and tasks as assigned.

MEETINGS / WORK SCHEDULE

- Work approx. 3 hours a week, primarily in 1-hour blocks of time at 1:30 or 2:30 p.m. Monday through Friday.
- Work at least 3 of the 4 eDays on Saturdays during the academic year; these days are approx. 10 hours each.
- Attend and be prepared for weekly meetings.
- Follow work schedule as assigned. Students who are unable, for any reason, to work at their scheduled time have the responsibility to find a fellow ambassador to cover the shift and then notify the supervisor.

QUALIFICATIONS; STUDENT AMBASSADORS MUST

1. Be currently enrolled in the University of Iowa College of Engineering with a UI GPA of 2.75 or higher.
2. Possess strong interpersonal skills, a sense of humor, and an ability to relate well to a wide variety of people.
3. Have a great work ethic including being a team player who is reliable and responsible.
4. Speak positively about the College of Engineering in both one-on-one and large group formats.
5. Work effectively with minimal supervision and structure.
6. Commit to making this job a top priority (in addition to coursework) and to work both Fall 2023 & Spring 2024.
Note: if you have the opportunity to co-op/study abroad, an exception may be made with supervisor approval.
7. Attend required training sessions:
 - Sunday before classes begin. This is mandatory for all new ambassadors, highly recommended for returning ambassadors.
 - One additional training meeting, mandatory for all. Date and time will be finalized by June 2023.

EVALUATION ... SUPERVISION ... COMPENSATION

- Direct supervision is provided by Jane Dorman, Director of Admissions and Student Life and Ryan Puhmann, Assistant Director of Recruitment and Outreach.
- Pay is \$12.00 an hour.
- Student ambassadors may hold this position for a maximum of four semesters.
- This job is eligible for honors program credit.
- Employment is subject to satisfactory performance, a good attitude and work ethic, and maintaining a 2.75+ GPA.

IMPORTANT NOTE: *The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position including U.S. and international students; female, male, and otherwise identified students; underrepresented minority students; first generation college students; veterans and all other representations of diversity.*