Career Services Ambassadors Job Description

Who We Are:
At Career Services, we are dedicated to supporting students by turning possibilities into plans, promoting a welcoming and supportive environment, and helping students articulate the value of their academic and co-curricular experiences. In collaboration with our partners, we actively prepare Cal Poly students for a lifetime of meaningful career success by integrating the following themes into our services:

- Emotional Intelligence
- Diversity & Inclusivity
- Growth Mindset
- Career Navigation
- Relationship Management
- Professional Foundation

Position Details:
Under direct supervision of a Career Counselor, this position will serve as an ambassador for Career Services, marketing our programs to students, residence halls and student organizations, providing direct career development support for students, and assisting with Career Services' programs and events. This position is for the 2018-19 academic year, excluding academic breaks and finals week, with training beginning the second half of Spring 2018.

Responsibilities:
- Advise students during drop-in hours on resume, cover letter, MustangJOBS and other career-related topics
- Develop a working knowledge of campus resources to provide appropriate referrals to advisors, counselors, or other campus partners as needed
- Actively participate in Career Fairs, workshops, presentations and information sessions
- Deliver presentations on career-related topics to residence halls, student organizations, and other on-campus entities
- Shadow and co-present career-related workshops with a Career Counselor in classrooms
- Help students with Handshake login and internet job searches for part-time, internship and career employment options
- Assist in social media marketing and on-campus outreach
- Participate in monthly Career Ambassador meetings and bi-weekly meetings with supervisor
- Collaborate with Career Services staff and partners by participating in various committees and teams, including Diversity Liaison Teams and the Career Services Advisory Council
- Give feedback on new and current Career Services programs and initiatives
- Engage in ongoing professional development opportunities through Career Services and on-campus partners
• Participate in recruitment, hiring, and training of new Career Ambassadors
• Support new and evolving projects within Career Services, including new mentorship platform

Required Skills & Qualifications:
• ALL majors and all class levels (except graduating seniors) are encouraged to apply
• Interested in helping students with career-related topics and questions
• Available to work 6-10 hours per week, including evening and occasional weekend availability
• Demonstrated ability to work with students from diverse backgrounds
• Excellent written and oral communication skills
• Demonstrated leadership skills or desire to gain leadership experience
• Able to work on a team and be a dedicated team player
• Able to work independently and be a self-starter
• Strong organizational and time management skills
• Computer literacy; experience working with MS Office Suite required, experience with social media preferred
• Must be in good academic standing

Required Training
Completion of up to 10 hours of training during second half of Spring Quarter 2018
Potential on-going training as needed

Compensation and Hours
$12.50/hour; 8-10 hours per week
6 positions available

Please contact Mallory Stoffel (mlstoffe@calpoly.edu) if you have any questions about the position.