Telfer Career Centre Ambassador
Job Description
2017-2018

Description:
Ambassadors act as a key link between the Career Centre staff and the Telfer School of Management student body. An Ambassador is responsible for working closely with the staff at the Career Centre to ensure that other students are aware of all the events and programs that the Career Centre offers, as well as of how they can benefit from them. Career Centre Ambassadors are friendly, organized, and enthusiastic individuals who want to further not only their own career development, but also that of their peers.

Responsibilities:

- Volunteer at the Career Centre’s annual networking events (Telfer Connects and Telfer Networks)
- Deliver interesting and informative presentations to classes about upcoming Career Centre events
- Help write, design and distribute the Ambassador seasonal student newsletter titled Career Perspectives
- Attend regular Ambassador Team Meetings (one meeting per month on average)
- Act as a liaison between the Career Centre and the Telfer student clubs
- Promote upcoming Career Centre events to students from a booth in the DMS lobby during busy times of the year
- Promote the Career Centre activities using social media tools such as Facebook, Twitter and Instagram
- Attend 3 Career Centre events each semester. At each of these 3 events you will:
  - Greet the event speaker
  - Help prepare the room set-up
Advantages and Benefits:

- The chance to develop and perfect your communication, presentation, teamwork, organizational, and networking skills
- Increased exposure to potential employers
- The opportunity to meet other students and make new friends
- The ability to learn more about your own career goals and interests
- Eligible for the Peter and Ann Koppel Scholarship for Excellence

Qualifications:

- Entering your 2nd, 3rd, or 4th year at the Telfer School of Management in September 2017
- Willing and able to volunteer 3-4 hours per week
- Enthusiastic, passionate and approachable (Ambassadors are a resource to other Telfer students)
- Interested in your own career development, and knowledgeable about Career Centre events and programs
- Responsible, punctual and organized

How to Apply:

Complete the online application form and be sure to attach your résumé and cover letter, no later than Thursday, March 23rd at 4:30 p.m.

Any questions about the Ambassador Program can be directed to Amanda Richardson, at arichardson@telfer.uOttawa.ca or at 613-562-5800, ext. 8925.