

# **NSCC Student Ambassador Program**

## **Program Coordinator Position Description**

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**Hired Term:** May 1 to April 30  
**Reports to:** NSCC Student Life  
Student Ambassador Program Advisor  
**Supervises:** Student Ambassadors; silver and gold level

### **Position Description:**

#### **Key Responsibilities:**

1. Management: The Student Ambassador Coordinator will be responsible for the general management of the Student Ambassadors and in this capacity shall:
  - a. Develop and maintain a close working relationship with all Student Ambassadors.
  - b. Meet with Student Ambassadors regularly to discuss the program and provide input on events and expectations/requirements of the Ambassadors.
  - c. Coordinate all staff/faculty requests for Ambassador volunteers.
  - d. Ensure that Student Ambassadors are meeting expectations and being accountable for volunteer hours.
  - e. Meet regularly with the Student Ambassador Program Advisor/Student Life staff to keep them up to date on the activities of the Student Ambassadors.
2. Public Relations:
  - a. Represent the Student Ambassador program to the student body, staff and faculty. Attend college functions where Student Ambassador representation is required.
  - b. Make connections and build relationships with a wide variety of NSCC community members and seek their support in facilitating volunteer and training opportunities for Student Ambassadors.
  - c. Interact with other Student Ambassador Coordinators and work cooperatively to generate new recruitment and management ideas and share information on campus events and activities in hopes to generate ideas for increased involvement on each campus.
  - d. Assist in the organization and delivery of a Student Ambassador newsletter.
3. Campus Relations:
  - a. Support staff and faculty, student groups, and the campus community through the organization of student volunteers to assist with on campus events.
  - b. Build partnerships with campus staff to ensure that all guidelines and requirements regarding OH&S and environment practices on campus are being met while Ambassadors complete their volunteer hours.
4. Administrative Duties:
  - a. Maintain Student Ambassador database, ensuring records are updated on a monthly basis.
  - b. Post and hold regular "office hours" to provide a home base for students looking to get involved as well as Ambassadors with questions/concerns.
  - c. Provide regular email updates to Ambassadors about upcoming opportunities and training sessions.
  - d. Train and advise the incoming Student Ambassador Coordinator.
  - e. Keep an accurate record of all correspondence on matters related to the position.
  - f. Complete monthly reporting requirements.
  - g. Complete year end Coordinator report no later than April 30th.

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### **Requirements of Position:**

1. Successful candidate of the Student Ambassador Coordinator panel interview.
2. Completion of job responsibilities as outlined above.
3. Knowledge of NSCC Campus and community members.
4. Excellent organizational and time management skills.
5. Good written and verbal communication skills.
6. Excellent public speaking and interpersonal skills.
7. Good computer skills
8. Ability to work well with others.