

Lead Ambassador

Position Description

The Honors College

The Honors College is built on a legacy of honors education at Rutgers University-New Brunswick. Our curriculum redefines interdisciplinary education by inviting students from across the liberal arts and professional schools to live and learn together to tackle complex problems and global challenges.

Through an integrated and collaborative approach, students learn to be flexible enough to adapt to an ever-shifting landscape of knowledge. They benefit from the unparalleled combination of the vast resources at Rutgers, a leading global research institution, and the Honors College community where coursework is done in small groups. Students bring their experiences, creativity, and perspectives to the table, and by working with faculty and with each other, they develop their own creative abilities to take on the defining challenges of our time. They go beyond the idea of innovation for its own sake to explore change in a deeper way.

At the Honors College, students learn how to develop ideas from the beginning of their college experience through research opportunities, mentorships with faculty and business advisers, internships in the field, intensive development and seed funding as fellows at the Honors College Innovation Lab, and more.

Description of the Lead Ambassador Position

Honors College Ambassadors are current students who share their experiences and stories with prospective students and their families. Ambassadors volunteer in providing tours of the Honors College, connecting with prospective students at events such as showcases, open house, and other special on- and off-campus events. Lead Ambassadors facilitate the Ambassador recruitment process, schedule Ambassadors for various events, and assist with training.

Minimum Qualifications

- Must be an Honors College student in good academic and judicial standing
- Maintain good academic and judicial standing as defined by Honors College school of enrollment
- Must be actively progressing towards completing Honors College requirements
- Strong interpersonal skills & ability to work collaboratively and cooperatively with diverse students, staff, and faculty
- Involved with the Ambassador program in the previous academic year
- Knowledge of Honors College opportunities and organizations
- Must not be a Resident Assistant or Honors College Residential Student Leader
- Ability to effectively manage time and multiple projects
- Demonstrated desire to learn and develop new skills

Overview of Responsibilities

- Actively engage with the ambassador community
- Serve as a resource for general questions and concerns
- Serve as a representative of both Rutgers and the Honors College with supervisors, faculty/staff, community partners, and fellow students in a respectable and appropriate manner both in person and on social media

- Encourage an environment where all students, regardless of race, religion, ability, gender, or sexual orientation can learn and be engaged in the life of the university
- Uphold the goals and missions of the Honors College
- Regularly participate in events and programs along with general Ambassador team
- Attend all admitted student events

Lead Ambassador-Focus Areas

Ambassador Recruitment and Spend-A-Day (Two Positions):

- Recruit new and returning Ambassadors
- Schedule ambassadors for Spend A Days
- Coordinate Spend A Day programming

Student Events:

- Schedule ambassadors for information sessions and tours
- Schedule ambassadors for shifts and specific duties during admitted student events
- Schedule ambassadors for other events as needed
- Advise staff members of ambassadors who may need additional training or staff involvement
- Ensure student rooms are available to show during tours and events

Team Member/Role Model

- A. Behave in a manner consistent with departmental and staff expectations
- B. Appropriately respect and maintain confidentiality
- C. Act as an appropriate referral agent for students
- D. Give and receive feedback from others in an appropriate manner
- E. Support and recognize other staff
- F. Act as an appropriate role model for others
- G. Balance academics, personal relationships and extracurricular activities with the Lead Ambassador position
- H. Support and/or been involved in residence life programming efforts and encourage residents to be involved and active participants
- I. Ensure new members are welcomed and feel part of the organization
- J. Regularly participate in events and programs along with general Ambassador team