RUTGERS–NEW BRUNSWICK
Honors College

Honors College General Ambassador Job Description 2026-2027

Honors College Mission Statement
At Rutgers Honors College, you'll be inspired by real-world challenges to create groundbreaking ideas within a community of peers who share that sense of purpose. You'll be empowered through rigorous academics, personalized mentorship, and the resources to bring your vision to life. And here, you'll be connected like never before: to Honors students across Rutgers and to a network of industry leaders, researchers, and changemakers ready to help you make your mark. *Inspired. Empowered. Connected.*

About the Ambassador Program
The mission of the Honors College Ambassador program is in alignment with the primary goals of student outreach and the first-year transition:

- Build personal connections and relationships with prospective and admitted students to develop an individualized contact process for questions and concerns
- Create a more seamless experience for HC students as they transition from admitted to accepted and current students
- Prioritize the support and engagement of underrepresented and first-generation college students to build a more diverse, equitable, and inclusive environment for the HC community

General Ambassador Expectations

- Exhibit a commitment to Rutgers University, Honors College, and Honors College recruitment efforts in alignment with our mission
- Serve as a representative of the University by engaging with fellow Honors College members, student leaders, supervisors, faculty/staff, students, and University partners in a respectable and appropriate manner both in person and on social media
- Exhibit, as a representative of the University, an openness to diversity of views and issues which current and future members of the University represent. This includes a willingness to respect individuals of different race, creed, color, religion, national origin, ancestry, age, sex, disability, marital status, familial status, sexual orientation, or veteran status
- Maintain good academic and disciplinary status with the University with a GPA above the status of Honors College academic probation and be actively working toward HC requirements
- Check and respond to Slack and email regularly (including summer) for relevant information. This includes posting, commenting, and using the emoji feature on Slack when requested. This is particularly important for issues or scheduling conflicts. **All communication is expected to be on Slack**
- Attend all mandatory trainings, or provide reason for absence and complete make-up training with corresponding training assessment

General Ambassador Accountability
The Honors College holds all students accountable for the role of the General Ambassador. Please review below and be mindful of your expectations. We expect that you complete the following to be eligible for HC Serves hours for your role:

- Fall semester, there is no hours requirement due to minimal student-facing opportunities. Spring, complete a minimum of 4 student-facing hours or participate in 2 student-facing events
- Meet individually with your Color Team Lead Ambassador once per semester (virtual or in-person)

- Attend one Color Team Event or Meeting per semester or complete the Makeup Assignment
- Complete five postcards for visiting students per year and return them to the Honors College Administrative Office or a Lead Ambassador
- Complete Ambassador Training and all respective Canvas assignments by their assigned deadline or granted extension

General Ambassador Tracking

Please follow the instructions below for tracking your General Ambassador hours:

- Monitor your student-facing hours via Canvas. Your accumulated points under the "Grades" tab directly correspond to your total number of HC Serves Hours for the current semester
- Submit your Color Team engagement (individual meetings and Color Team events) via the Canvas Color Team assignments
- Submit your postcard completion assignment via the Canvas Postcard assignment
- Log your own HC Serves hours at the end of the fall and spring semesters

Lack of Completion

- Failure to attend in-person training or complete makeup training by the deadline or granted extension will result in a mandatory leave of absence for the given semester
- Failure to complete the semester Availability Form by the deadline or granted extension will result in a mandatory leave of absence for the given semester
- Failure to complete postcards, color team requirements, or fulfill the hourly/event minimum will result in Ambassador probation for the given semester

Absence Policy

If you are unable to attend an Ambassador shift, you must meet the following requirements:

- Promptly notify your Color Team Lead with a valid reason for absence in advance of the event via Slack
    - Excused reasons for absence include academic commitments (conferences, academic opportunities, makeup exams, etc.), job/internship interviews, religious observances, and/or family or medical emergencies
    - For pre-scheduled excused absences (such as a job interview, religious observance, etc.) you MUST let your Color Team Lead know 72 hours in advance of your shift
        - Note this does not apply to sudden reasons for absence, like emergency or illness
- Request coverage via the Slack coverage channel

Failure to complete the aforementioned requirements will result in a written warning from your Staff Supervisor. A second offense will result in being placed on Ambassador probation. Extenuating circumstances will be up to the discretion of Honors College Ambassador leadership (Lead Ambassadors and supervisor)

Ambassador Accountability Definitions

- **Probation:** You will not be eligible to receive HC Serves hours for the semester in which you did not complete your requirements
- **Leave of Absence:** You will not be eligible to receive HC Serves hours for that semester and you will not be eligible to participate in any student-facing events
- **Excused Reason**: Include academic commitments (conferences, academic opportunities, makeup exams, etc.), job/internship interviews, religious observances, and/or family or medical emergencies