

CSUSB: Office of Outreach and Recruitment

Graduate Student Ambassador Program

Title: Graduate Student Ambassadors

Pay Rate: \$15

- 2 graduate students.
- 10-15 hours per week
- Each will have a caseload of students and projects assigned

Graduate Student Ambassador:

The Graduate Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing California State University, San Bernardino. Graduate Student Ambassadors provide campus tours, serve as a CSUSB campus representative and perform duties at various campus and community events. Student Ambassadors also serve as a first point of contact to visitors and prospective students, both by phone and in person. Student Ambassadors are a select group of student leaders dedicated to serving and representing California State University, San Bernardino. Ambassadors assist the office of Outreach as hosts for official events, work with school staff and faculty on projects and recruiting, and act as guides for prospective students.

Being a Student Ambassador gives you greater exposure to professional networks, puts you in front of leaders in the community and builds your leadership portfolio.

What does a Graduate Student Ambassador do?

- Provide various services and referrals to the campus.
- Develop an expanded knowledge of CSU, San Bernardino.
- Conduct campus tours for new students, schools, classes, and guests.
- Represent CSUSB and the office of Outreach during on/off campus events.
- Assist with duties and tasks related to events put on by various enrollment management departments and initiatives.
- Work with diverse populations and provide tips on being a successful student.
- Assist with variety of office related tasks.
- Attend weekly staff meetings and required trainings.
- All other duties as assigned. Engaging on social media (Instagram, Twitter, Facebook, Snap Chat)
- Creating a first-year student handbook for underrepresented student populations.
- Attending in-person and virtual events.
- Writing blogs about their experiences.
- Managing student inquiry forms and providing the first contact from the university with prospective students.
- Sending welcome letters and videos to admitted students.
- Completing a special project. Ambassadors choose a project for the semester. That gives them ownership and helps them make meaningful contributions.

What are the benefits of becoming a Graduate Student Ambassador?

As a Student Ambassador, you will develop a wide range of transferable skills that will benefit you. Ambassadors will gain leadership skills that will help build your resume, university and scholarship applications. You will earn letters of recommendations, become connected to and serve your campus, and help students and the community learn more about CSUSB.

Becoming a Student Ambassador

Qualifications

- Must be a currently enrolled in a graduate program at CSUSB.
- Must have a quarterly and cumulative GPA of at least 3.0
- Position has a one academic year commitment. (Fall-Spring)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline and enthusiasm.

Preferred Qualifications:

- Bilingual
- First Generation
- In a graduate program that focuses on counseling, social justice, education or social work.
- Has a vehicle and driver's license
- Comfortable with public speaking

How to apply:

Please apply through CSUSB's Career Center's Handshake and look for position number: **#3864473 Graduate Student Ambassador**

Full details, instructions and contact information for the position will be on Handshake.