

# Telfer Career Centre Ambassador Job Description



## 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 virtual events (i.e. Telfer Connects, Telfer Networks, workshops, etc.)
- Deliver interesting and informative presentations to classes about upcoming Career Centre events
- Write articles and stories for the Career Centre blog
- Work with small teams on special projects
- Attend regular Ambassador Team Meetings virtually (one meeting per month on average)
- Act as a liaison between the Career Centre and the Telfer student clubs
- Promote Career Centre events to students via virtual platforms
- Promote the Career Centre activities using social media tools such as Facebook, Twitter, Instagram, and Hootsuite
- Attend a minimum of 3 Career Centre events each term
- Organize social activities for the Ambassador team
- Actively participate in the Career Centre's Financial Overseeing Committee

*\*Note that some responsibilities might change or be updated as the COVID-19 pandemic evolves.*

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## 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 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year at the Telfer School of Management in September 2021
- Willing and able to volunteer 3-4 hours per week from September to December 2021 and from January to April 2022.  
*\*Co-op and students participating in the International Exchange Program are eligible to apply. However, priority will be given to those who are available for the full academic year.*
- 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, organized, and comfortable with working in a virtual setting.

## How to Apply:

Complete the [online application form](#) on **Career Launch** (under Mentorship and Development Programs) and be sure to attach your **resumé** and **cover letter**.

The deadline to apply is **Sunday, April 4, 2021 at 11:59 p.m.**

Any questions about the Ambassador Program can be directed to Gaëlle Faye, at [gaelle.faye@telfer.uOttawa.ca](mailto:gaelle.faye@telfer.uOttawa.ca).