

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 Career Centre's annual networking events (Telfer Connects and Telfer Networks)
- Deliver interesting and informative presentations to classes about upcoming Career Centre events
- Write articles and stories for the Career Centre blog
- Conduct peer-to-peer advising on career-related topics (resumés, cover letters, services, etc.)
- Work with small teams on special projects
- Attend regular Ambassador Team Meetings (one meeting per month on average)
- Act as a liaison between the Career Centre and the Telfer student clubs
- Promote upcoming Career Centre events to students from a booth in the DMS lobby during busy times of the year (September and January)
- 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

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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 2nd, 3rd, or 4th year at the Telfer School of Management in September 2019
- Willing and able to volunteer 3-4 hours per week from September to December 2019 and from January to April 2020. **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 and organized

How to Apply:

Complete the [online application form](#) and be sure to attach your **resumé** and **cover letter**, no later than **Sunday, March 24th at 11:59 p.m.**

Any questions about the Ambassador Program can be directed to Amanda Richardson, at arichardson@telfer.uOttawa.ca or at 613-562-5800, ext. 8925.