



## **OCP Student Ambassador Job Description**

**Position Overview:** We are seeking an individual to serve as an Off-Campus Programs (OCP) Student Ambassador for the Director of Off-Campus Programs.

The OCP Ambassador expectations are as follows:

- Helping organize and facilitate visit day tables and promote the OCP programs on campus
- Inventory of OCP promotional materials
- Help with keeping current information on the OCP web page
- Assist in the creation of surveys for feedback of current and future programs
- Be available to assist with last-minute tasks
- Will be assisting the OCP office with minor research for programs, scholarships, and other office projects
- Being able to commit to be present and work with admissions to attend all campus visit days
- Support communication via email, social media, in person, and reminders to students
- Be able to complete basic office tasks and other variable event tasks as needed
- Be a good communicator, personable, and willing to help
- Must be a self-starter and passionate about study away

Logistics and requirements:

- Must be available to work all the days of campus visit days and passport presentation and also throughout the academic year, as needed (at times, during non-business hours)
- Status as a previous study away student is preferred (semester or summer)
- Students must be living on-campus for the full academic year of employment

The OCP Student Ambassador Position is a paid position and receives a stipend (not hourly). It is a manageable workload with some busy times around visit days but is more relaxed outside of those times