

Office of Career Services

Career Ambassadors Program

The Office of Career Services Career Ambassadors will support the delivery and marketing of career events and services to the Fayetteville State University student population. The Ambassadors will support all functions and programs of the Office of Career Services and will also work collaboratively with the career counselors, and have high interaction with recruiters, students, staff and faculty across campus.

Ambassador Benefits:

- Further develop skills in time management, teamwork, organization, communication, public speaking, leadership, decision making, etc
- Build skills and experiences to add to your resume
- Develop job search skills to gain a competitive edge in job seeking
- Develop self-esteem and understanding as well as personal growth
- Connect with employers recruiting on campus and build a network of contacts
- Expand presentation and advising skills
- References from supervisor and OCC staff
- Advance your knowledge of internship and job opportunities

Duties & Responsibilities:

- Provide quality customer service
- Train students on using the online NACElink system
- Distribute information about OCC services at information booths and sessions
- Develop relationships with student organizations and inform them about OCC events and services
- Conduct mini presentations promoting OCC events and services
- Post and distribute publications and marketing materials for the Office of Career Services
- Attend and work career fairs, information sessions and other OCC events
- Assist with front desk duties and administrative tasks as needed
- Attend mandatory trainings
- Conduct research on marketing strategies for career events and services
- Research internships/jobs and seek information from employers

Time Commitment:

- Full 2009-10 academic year at 15-20 hrs/week between 8:00am-5:00pm (to include all mandatory trainings)

Compensation:

- Students who receive federal work study will be paid according to the pay rate and schedule of the program
- Students not receiving work study but desire to serve as an Ambassador will do so on a volunteer basis and will still be required to meet the abovementioned requirements and duties

Qualifications:

- Currently enrolled, full-time student

- Must be a sophomore or junior
- Cumulative GPA of 2.5 or higher
- Must be in good standing with the University and be clear of judicial sanctions
- Possess a professional demeanor and attitude
- Strong interpersonal, written and verbal communication skills
- Organized with the ability to multi-task and manage heavy work load effectively during peak times
- Ability to work effectively and collaboratively with a diverse student population
- Proficient in computer software such as Microsoft Word, PowerPoint, Publisher and Excel
- Ability to gather information and represent it in a way that is easily understood to students
- Ability to work in a flexible and creative environment

How Do I Apply:

- Submit a cover letter, resume and 3 references to Tamara K. Taylor, Student Leadership Coordinator, Office of Career Services, SBE Suite 230, Fayetteville State University, 1200 Murchison Rd., Fayetteville, NC 28301. For more information, please contact Ms. Taylor at 672-1706 or tkaylor@uncfsu.edu
- Application deadline: Tues., Sept. 8, 2009

