

STUDENT AMBASSADOR AGREEMENT

2021-2022



The Student Ambassador (SA) is focused on helping the Admissions department with external recruitment events and prospective students on campus (youth events, public relations events, church visits, campus tours, and all types of view days).

Job Responsibilities:

1) Requirements:

- The SA must be a mature, responsible student, who is respected within the CBC community.
- The SA is expected to uphold all CBC community standards.
- The SA is expected to have completed at least one year of academic studies at CBC.
- The SA is expected to have a 2.5 cumulative GPA.
- The SA is expected to be enrolled in a minimum of 9 academic hours per semester.
- The SA is limited to 18 academic hours per semester.
- The SA is expected to be professional, punctual, reliable, and detail oriented.
- The SA is expected to be passionate about Columbia, welcoming to those coming on our campus, and expressing a general knowledge of the campus and programs offered.

2) Leadership of Service Practicum Students

- In close relationship with the Director of Admissions, you and the other Student Ambassadors will be responsible for organizing the practicum students' weekly schedule. This can include tasks, projects, and events.
- You will be responsible for training your service practicum students for whatever role or project you have assigned to them.

3) Host or organize Practicum students to host drop in guests on campus (as scheduled and as available)

- Touring guests and their families around in a fun engaging way.
- Be willing to sit with a guest in chapel.
- Be available to host a guest over lunch (if staff/faculty are not available).
- All of this is subject to adhering to Columbia's COVID-19 standards.

4) Be available for View Days (1/month) as your academic schedule allows which includes:

- 1 hour of attending the event and contributing to the student panel.
- If we are permitted to host on site view days, you will be responsible to organize practicum students and help where you are able as well.

5) Attend off campus and on campus public relations events as needed

- This is dependent on the status of the COVID-19 pandemic.
- SA's will be given as much advance notice as possible of new events scheduled and involvement needed in order to schedule the practicum students and organize their personal schedule.

6) Complete one to three pre-booked calls per week (based on hours you've already served that week)

- You will be calling prospective students who have indicated interest in Columbia, and more specifically interest in speaking to you as a Student Ambassador, to share your perspective and experience with them. These will be linked to and booked through our website, and your supervisor will inform you of these calls as they become available.

7) Marketing Opportunities

- We are looking into the potential of partnering with our Marketing Department to include some responsible on our social media accounts and/or creating blog content.

8) Accountability and Support

- Maintain a working relationship with the Admissions Staff in charge of Ambassadors.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of a larger student development team.
- Attend all chapels and most on-campus events in order to have current stories to share to prospective students.
- Be in full attendance at the fall and winter Leadership Retreats and all weekly Leadership Connections.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the fall and winter semesters.
- Give priority to Student Ambassador shifts and dates with conflicts arise.

9) Remuneration

- The SA will receive a \$1200 stipend for the academic year (\$600 per semester, paid out in November and March).