

Department of Student Activities
Student Organization Support and Involvement Office
Involvement Ambassador

8-10 Hours per Week @\$11.00 - \$12.95 per hour – Work Study/Student Labor (job code 352)

Reporting to the designated staff member the Ambassador will facilitate registered student organization leadership training workshops, review potential new organizations, meet with students in peer-to-peer advisement settings, provide administrative support to the office, and support campus-wide involvement initiatives. This position requires returning to campus before classes for training, and occasional weekend and evenings throughout the year in addition to regular office hours.

1) Involvement Ambassador Duties: Student Organization Support Responsibilities:

- a) Facilitate SOLID student organization leader in-person workshops weekly
- b) Meet with and advise peers seeking to register new student organizations
- c) Coordinate and execute Fall and Spring Involvement Fairs
- d) Maintain and promote UConn contact to current student organizations and students looking to get involved on campus
- e) Communicate with organizations and campus members regarding Office policies and procedures
- f) Advise student organizations on issues of concern to them (officer transition, conflict management, constitution revision, etc.)
- g) Maintain and improve two office websites on Involvement and SOLID training programs
- h) Develop and Promote Involvement Initiatives throughout the year
- i) Coordinate scheduling of SOLID workshops, New Org Meetings, 1v1 advising sessions

2) General Student Employee responsibilities:

- a) Participate/engage in training sessions and staff meetings
- b) Hold office hours
- c) Organize and maintain confidential files and records
- d) Operate a copy/print/scan/fax
- e) Create, edit, and or update campus-wide correspondence
- f) Assist in appropriate general public relations representation of the office at various Open Houses, Events, FYE Classes, etc.
- g) Complete other duties and special projects as needed.

NOTE: There are four Involvement Ambassador Positions with slightly differing responsibilities.

This position requires training on Saturday April 16th and the week before the Fall Semester begins. This position may facilitate workshops on Opening weekend, multiple Sundays in August/September and late April as well as occasional weeknights. This position will represent the department at 3 weekend Open Houses and both day-long Involvement Fairs.

3) Employment Requirements:

- a) Strong interest in and commitment to student involvement and leadership.
- b) At least one year demonstrated co-curricular involvement at the UConn Storrs campus.
- c) Previous related experiences or skills (e.g. public speaking, event planning, leadership or involvement on campus) in a similar position and/or transferable skills.
- d) Ability to complete tasks with high quality and minimal supervision.
- e) Demonstrated ability to provide quality customer service and exercise sound judgment and decision making skills.
- f) Capacities to work independently, assess programmatic needs, and develop creative solutions.
- g) Team-oriented, with excellent interpersonal skills.
- h) Strong communication skills (verbal and written).
- i) Strong computer literacy and demonstrated ability in office software applications (e.g., Word, Excel, Access, PowerPoint, Outlook and Publisher).
- j) Full-time, undergraduate student at the UConn Storrs campus.

For more information on all opportunities please visit <http://leadership.uconn.edu/student-employment-opportunities>

To apply submit a Cover Letter and Resume by **March 21st, 2016**

Kristen Carr

Student Organization Support and Involvement Office

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