

Job Description

Job title	<i>UNBC Undergrad Student Ambassador</i>
Reports to	<i>Student Life Coordinator</i>
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Job purpose

The Student Ambassadors provide support for the Student Leadership and Engagement Coordinator (SLEC) in the development and execution of programming to reach the goals of Orientation and the Student Life Mandate. Student Ambassadors are leaders and role models on campus who introduce student life and represent the university as a positive, inclusive, and dynamic learning and living environment.

Duties and responsibilities

- Works with the other student ambassadors, SLEC and Student Project Lead to plan, organize, promote, supervise and evaluate Orientation & Student Life Programming to meet the needs of students
- Review online communications (website) and provide feedback & support for content updates
- Create consistent and meaningful content from the student perspective on all identified social media platforms, including writing and editing social media posts, improving engagement, and promoting social media campaigns.
- Maintain day-to-day social media engagement, content and conversation across Instagram, Facebook, and Tiktok
- Establish ways to assess, measure, and report on social media and virtual efforts
- Suggest recommendations to improve the social media marketing strategy for optimal results
- Serve as a role model, advocate, and peer mentors to new and continuing students
- Assist in the planning and implementation of Summer Orientation Activities as well as regular Student Life Programming that include but are not limited to:
 - o Campus tours
 - o Webinar series
 - o Moderating online communities on social platforms.
 - o Social media engagement activities
 - o Planning, marketing, and facilitation of programming for students

The level of complexity will vary from task to task. Many tasks will be administrative in nature, while special projects and events will require a broader skillset. The effective provision of virtual events requires high levels of professionalism, tact, interpersonal skills, and problem-solving. Student Ambassadors receive training and assistance to perform their duties, as they develop their ability to complete tasks independently.

This job description outlines the general nature and level of work to be performed by employees in this position or within this classification. Management retains the right to assign or reassign duties and responsibilities to this position at any time according to the organization's needs. The Job Description is not a comprehensive inventory of all duties, responsibilities and qualifications that may be required of employees assigned to the position or classification.

From June – September (the week following Orientation) the position is 30 hrs per week and hours are between 8:30 am – 4:30 pm, Monday – Friday. Hours of work may vary during peak times. During the school year, students will have 100 hrs/semester to complete the following semester requirements:

- Minimum of 4 events/programs/workshops per month
- Minimum of 1 social media campaign ran over the semester
- A report at the end of each semester

Qualifications

The successful candidate will be a current UNBC Student studying at the Prince George campus, that has a passion for promoting student engagement and connection with the campus community.

Knowledge, Skills and Abilities

- Excellent interpersonal skills with a customer service approach
- Enthusiastic, reliable, and responsible
- Public speaking experience an asset
- Self-directed starter and resourceful
- Highly organized with excellent attention to detail
- Demonstrated ability to function in a multi-tasking environment and interact in a highly professional manner.
- Must be comfortable in front of a camera and facilitating virtual events
- An amicable, authoritative, and culturally aware disposition.

This is a Canada Summer Jobs funded position, to qualify the employees must be 15-30 years of age, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and be legally entitled to work in Canada.

Competencies

Communication: Clearly conveying and receiving messages to meet the needs of all. This may involve listening, interpreting, formulating and delivering, verbal, non-verbal, written, and/or electronic messages. Creates an atmosphere in which timely and high-quality information flows smoothly up and down, internally and externally of the University and encourages open expression of ideas and opinions.

Continuous Learning: Demonstrates eagerness to acquire necessary technical knowledge, skills and judgement to accomplish a result or to serve a team member or a customer/client's needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform the job more effectively.

Flexibility: Personal willingness and ability to adapt behaviour and work methods in response to new information, changing conditions or unexpected obstacles.

Leadership and Motivation: Ability to provide direction and to inspire and support others to achieve the Vision, Values and objectives of the team and the University as a whole. It requires that everyone shows respect for others, tolerance and openness.

Organizational Awareness: Ability to understand the structure and culture of the organization and to achieve value whilst ensuring that you consider the impact of your own or your team's action on the University. It is about fostering an entrepreneurial culture by reducing complexity, avoiding waste and maximizing opportunities. It is about improving quality and working to reduce costs.

Planning and Coordination: Ability to select priorities, co-ordinate activities and make best use of resources to ensure that the University's Vision, Values and objectives are achieved. It is about all staff knowing their criteria for success, and addressing their priorities by using their time wisely, reviewing their workload and resource needs in order to succeed.

Problem Solving and Judgement: Ability to assess options and implications, in order to identify solutions. Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions and provides solutions to individuals and organizational problems.

Results Orientation: Ability to understand, use and review the main University processes and systems. It is about encouraging a continuous improvement culture, keeping an open mind to new ideas, eliminating waste, bureaucracy and unnecessary administrative costs.

Service Orientation: Ability to provide and maintain the highest standards of service for all customers/clients. It is about putting our customers/clients at the heart of everything we do by designing and delivering programs, services and processes which meet or exceed their diverse needs.

Teamwork and Collaboration: Ability to work in partnership with your own and other teams to ensure mutual understanding of objectives, effective communication and collaboration towards shared priorities. It is about creating opportunities to network across all functions recognizing the interdependence of individuals and services.

Values and Ethics: Fostering and supporting the principles and values of the organization and the Public Service as a whole.

To Apply

Please forward your cover letter, and resume from your UNBC student email quoting UNBC Student Ambassador to: Dakota.DenDuyf@unbc.ca

Inquiries: 250 - 961-0942 or Dakota.DenDuyf@unbc.ca

We thank all applicants for their interest however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30pm on Wednesday, May 19th.