

2020-2021 WCNR Student Ambassador

Student Success Center:

The Warner College of Natural Resources Student Success Center (SSC) serves as an action-packed hub for Warner College students and a visitor center for future students, families, and guests. The center serves a critical function as the front-line customer service unit for the College and will be the central location for information and services related to the College and Michael Smith Natural Resources Building. The Center houses the Outreach and Engagement Manager, Career Education Manager, and the Recruitment and Engagement Coordinator.

The goals for the space are:

- Students utilizing the Center will understand that Warner College is a supportive, inclusive environment, dedicated to their success and wellbeing.
- Visitors will see first-hand how Warner College emphasizes student support and success.
- Visitors and Center users will form positive attitudes about Warner College of Natural Resources.
- Students working in the Center will gain valuable career skills.
- The Center will positively advance Warner College's brand.

Student Ambassador Job Summary:

As the “face” of Warner College, our student ambassadors represent the office's vision through exceptional guest experiences both in and out of the office. These energetic leaders will shape the experience of each guest by assuming (but not limited to) the following roles:

- Staffing the front desk
- Promoting Warner College initiatives through outreach opportunities
- Assisting with Warner College events
- Maintaining and organizing the Student Success Center and Smith Natural Resources Building

Additional Ambassador duties may include:

- Welcoming prospective students, families, and guests
- Providing College tours and career advising
- Transcribing, analyzing, and formatting data reports
- Assisting with Warner College communications projects and initiatives

Salary: \$12.00/hour (*Work study is encouraged, but not required*)

Qualifications:

- Current CSU Student in the Warner College of Natural Resources
- Must be able to fully support the Student Success Center’s vision and goals
- Demonstrate excellent guest service skills
- Strong organizational and project management skills
- Be skilled at working autonomously and as a team member
- Be dependable, motivated, flexible, and have strong verbal and interpersonal skills
- Basic computer skills necessary, including working knowledge of Microsoft Office Suite
- A demonstrated commitment to social justice and diversity
- Ability to contribute diverse perspectives in the workplace

Terms of Employment:

- Able to make a minimum one-year commitment to the position beginning with the 2020-2021 academic year
- Maintain weekly office hours/ responsibilities of up to 12 hours/week, 5 hour minimum
- Attend monthly Student Success Center staff meetings
- Attend a Student Success Center Staff Retreat/Training during the week of **August 17, 2020** (August 17th – 21st)

How to apply:

STEP 1: Submit application through RamWEB by Monday, March 23rd, at 5 pm. In addition to the application, please include a resume and a cover letter addressing the following:

- Why are you interested in this position, and how does it fit in your career development plan? Include items you hope to learn/grow in.
- Please select a specialty area of interest from the list below and describe your past experiences in relation to. With being a multi-faceted office, you will gain a variety of skills and specialize in one specific area (limited experience accepted):
 - **Recruitment:** Providing resources and information to prospective students and guests through building tours, outreach (digital and in-person), admissions events, etc.
 - **Marketing and Communications:** Photography, videography, social media, graphic design, news and technical writing, etc.
 - **Career Development:** Drop-in advising, outreach, program development, assessment, etc.
 - **Diversity and Student Success:** Transcribing, analyzing, and formatting data. Collaboration with academic advisers and WCNR's Office of Diversity and Inclusion.

STEP 2: Attend an interview between March 24 – 31, 2020 (scheduled based upon availability).

STEP 3: Students will be notified of a hiring decision by Friday, April 3, 2020. Note: All students offered a position must attend the SSC Retreat during the week of August 17-21, 2020 (exact schedule TBA).

Questions can be directed to:

Vicki Culbreth, Outreach and Engagement Manager: vicki.culbreth@colostate.edu

Leanna Biddle, Career Education Manager: leanna.biddle@colostate.edu

Student Success Center, Colorado State University

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