

Career Ambassador Program

Position Summary: The Career Ambassador Program (CAP) is a peer education program designed for students to help other students develop and enhance their career skills. This program consists of a team of enthusiastic and outgoing student volunteer leaders who assist with outreaching and promoting the many resources and services the Career Center offers to Sacramento State students. The Career Ambassadors utilizes a combination of communication, marketing, leadership, and teamwork skills to effectively support the mission and vision of the Career Center to positively impact students, the university and the community. *Please note that this is an unpaid, volunteer position, but academic credit is available.*

Benefits:

- Add or further develop the following competencies to your resume:

Communication and public speaking	Organization
Teamwork & collaboration	Leadership
Professional Etiquette	Flexibility
Initiative	Problem solving
- Receive training in career services resources and programs
- Participate in professional development and networking opportunities with employers
- An opportunity to give/help others

Duties and Responsibilities:

- Serve as a “buddy” to visit the Career Center and career related events
- Inform students about career services, make classroom announcements, meet with student organizations
- Create pre-event buzz on campus by handing out flyers, making announcements
- Use promotion tactics such as social media and tabling at events
- Take photos or videos of events and post on the career social media outlets
- Attend mandatory Career Center trainings
- Commit to volunteer 2 hours/week or 30 hours per semester
- Ability to attend spring 2018 Career Center events. Flexible with class schedule.

Eligibility:

- Currently enrolled Sacramento State student
- GPA of 2.5 or higher
- Commitment for the spring semester

Preferred Qualifications:

- Reliable, strong work ethic
- Excellent time management skills
- Positive attitude and willingness to help fellow students
- Previous internship, volunteer, event planning or extracurricular experience
- Desire to learn and develop as a professional
- Knowledge in marketing or graphic design
- Previous presentation skills (or willingness to learn)

Requirements:

- Willingness to work with diverse student population
- Strong communication skills, ability to be supportive and non-judgmental
- Enthusiasm and motivation surrounding career topics
- Ability to relate and interact with individuals both one-on-one and in group situations
- Ability to represent the Career Center in an approachable and informative way
- Ability to work with minimal supervision and be flexible with your schedule

Steps to Apply:

1. Go to <https://goo.gl/forms/fM8WtjMmMT9mHQkz1> and complete Google Form
2. Submit completed application by November 20, 2017