Job Description

Position Title: Lead Career Ambassador

Office: Career Development

Reports to: Coordinator of Campus Relations and Student Outreach

Date: August, 2014

Primary Purpose: To assist in the coordination of outreach/marketing and programing efforts to promote the Career Development Office

Essential Job Functions:

Lead the Career Ambassador Group
- Send reminders to other CAs about assigned duties (handing in timesheets, events, times, dates)
- Will run meetings when supervisor is unavailable
- Act as a role model in action and words to other CA’s and peers
- Attend all CA events and meetings including career development office events

Create Tracking Notebook
- Track CA event attendees
- Evaluate event to highlight successes and improvements
- After an event, the next meeting discuss successes and improvements

Drop – in Appointments
- Assist in drop-in appointments depending upon training
- Help train other CA’s on drop – in appointments