Type of Position:
Unpaid volunteer or an internship for credit. You must have a faculty sponsor in order to get university credit. Go to http://www.umass.edu/careers/internships/process/ for more information on this process.

Description:
As a Career Ambassador, your primary responsibilities will be to create, manage and facilitate a Success Team or Internship/Job Club support group for your peers (made up of 4-6 students). Career Ambassadors will be thoroughly trained in group facilitation skills, group dynamics, resume/cover letter writing, job search strategies, interviewing, social media, networking, interpersonal/communication skills, and career services resources, materials and databases.

Eligibility:
- Rising junior or senior undergraduates preferred, sophomores will be considered
- Must be enrolled in the SPHHS
- Commitment for the academic year September 2015 - May 2016 due to the level of training you will receive

Main Duties:
- Lead (or co-lead) a small group (4-6) students of your peers and assist group members in gaining the necessary skills to set and achieve their career goals
- Facilitate discussions and provide strategies on job search techniques, resume and cover letter writing, networking etc. along with additional resources for your group
- Provide a welcoming and compassionate environment which encourages group members to rely upon each other for support in their internship/job search process
- Be able to problem solve issues or concerns as they arise for group members and keep the group moving forward towards their goals
- Take on one special project per semester that involves bringing an employer to campus, setting up a networking event, submitting a proposal for a conference presentation etc...

Additional Possible Duties:
- Assist with career fairs behind the scenes, represent the department at open houses or tabling events
- Possibly give/assist with classroom presentations or workshops that center around the program, Career Services resources and or internships

Preferred Qualifications:
- Previous internship, volunteer, event planning or extracurricular experience
- Previous group facilitation /presentation skills (or willingness to learn)

Requirements:
- Willingness and ability to work supportively and effectively with people from a variety of backgrounds and identities which includes but is not limited to: race, ethnicity, nationality, disability, sex, gender identity & expression, religion, sexual orientation and age
- Strong communication skills, ability to be supportive and non-judgmental
Requirements continued:

- Enthusiasm and motivation surrounding career topics
- Ability to represent Career Services in an approachable and informative way
- Able to work with minimal supervision and be flexible with your schedule
- Ability to relate and interact with individuals both one-on-one and in group situations
- Mature judgment
- Understanding and acceptance of responsibility
- Willingness to work in a team setting and build rapport within diverse cohort
- Available during some evening and weekend hours for special projects or events

Training and Time Commitment is Mandatory. If you are not available for Saturday the 12 of Sept. or on Wednesdays during the entire year, unfortunately this program will not work for you at this time.

- **Training will commence on Saturday, Sept. 12, 2015 from 9am-5pm.** Lunch will be provided
- **Meet weekly on Wednesdays from 2-4pm starting Sept. 16th** in Goodell building
- Meet with your own success team group once a week (at a date and time that works in your schedule from 1-2 hours) starting beginning of October
- Recruiting members, prepping for meetings, and assisting with special projects will add an additional 2-3 hours per week
- You will be expected to review training materials and do small amounts of homework on your own outside of the meeting times approximately 1 hour additional time commitment each week

Benefits:

- Gain valuable skills in facilitation, presentation, advising, leadership, interpersonal communication and team work
- Receive extensive training in career services areas
- Participate in professional development opportunities and networking opportunities with employers
- An opportunity to give/help others

To apply:

Submit your **resume** and **cover letter** detailing how your previous experience and or transferable skills have prepared you for this position. Be sure to include what your motivation for becoming a Career Ambassador is and how it will help you in your future endeavors. Additionally confirm that you will be able to attend all the training sessions on the dates provided. Send materials to: Mary Ellen Liseno, Associate Director for Career Planning at meliseno@umass.edu. (413) 545-6264 by **Monday, May 11, 2015 at 8:00am**.

Short phone interviews may be scheduled between May 11-22 before final decisions are made, however all candidates will be contacted via email or phone to be notified of their status by Friday, May 22, 2015.