



GLOBAL AMBASSADORS PROGRAM

DESCRIPTION / TYPICAL DUTIES AND RESPONSIBILITIES:

The Global Ambassador Program was developed for Stevens study abroad returnees who enjoyed their international experiences in all aspects and now want to volunteer their time and effort to help other Stevens students find out about the many study abroad opportunities available to them. The Global Ambassadors are trained to help new students, explaining program options, giving an overview of the study abroad process and, of course, talking about their own experiences. Global Ambassadors will need to be reachable via email and telephone. In summary, Global Ambassadors will:

- Lead study abroad presentations, drawing on personal experience and following an outline
- Peer advise students on study abroad options
- Promote study abroad through special programs/events
- Refer students' specific questions regarding programs and procedure to the Director of Office of International Programs

ROUTINE OBLIGATIONS:

All ambassadors are required to attend the following events / performing the following activities:

- Two mandatory general training/reflection meetings per semester:
 - The first meeting (beginning of the semester: early September/February) is a training session where we present the Study Abroad procedure/process, your duties, teach you how to present about Study Abroad, and allow you to sign up for which events you plan on helping with this semester
 - The second (middle of the semester: October/March) will be aimed at checking in to see how things are going and will include some professional development for you (resume building, how to talk up your Study Abroad experience in interviews, how to go abroad again, etc.)
- Assist in three study abroad events such as:
 - Study Abroad Fairs (September 23 and February, date TBA)
 - Study Abroad Panels and Tables
 - Information meeting (Wednesdays at 1pm)
 - Pre-Departure Orientation (early December and late April)
 - Arrival Orientation for incoming exchange students (late August and mid-January)
 - International Mix and Mingles / Crossing Culture Orientation/Explore Your World! (all part of New Student Orientation)
 - Give two classroom or club presentations



- Assist in the social media updates
- Work eight hours in the Office of International Programs each semester
- Active participation in the International Week Committee

We also encourage participation at any cross cultural/international events happening on campus or in the larger community. You do not have to work during these events, it is just a chance for you to meet other returnees and exchange students, and builds up your tool-kit for your Ambassador role and for your future professional path.

BENEFITS AND RETURN:

In return, the Office of International Programs will be able to give back to the students through the following events/ services, which will be set up after discussion with all Global Ambassadors, to ensure that we are providing beneficial programs for the GA's:

- Two presentations per semester on various topics (scholarships, international aspects of career planning, and new possibilities to study abroad, etc.) held by the Director of the OIP, for example:
 - One presentation with a guest speaker from our career center to focus on resumes (adding their study abroad experience) and networking
 - One presentation where we will invite an advisor from our partners/providers who comes to speak about National Scholarships/Grants and about what it is like to work in the international field
 - One session with information about obtaining masters degrees abroad or teaching English abroad
- Once you have completed two semesters of the program, we will give you a certification of completion as well as a general reference letter for your time as a GA

These presentations and sessions will help the study abroad returnees continue to "unpack" their study abroad experience, but also will allow them to fine tune their study abroad stories so they can speak on the fly.

Global Ambassador Program is not an official student organization yet, but it might become one in the future so that it will qualify for funding from the Undergraduate Student Life Office.

REQUIRED QUALIFICATIONS:

- Full-time undergraduate student status
- Study/internship/co-op/research/service abroad participation in a program at the collegiate level



REQUIRED COMPETENCIES:

- Good communication skills (written and oral)
- Minimum accumulative GPA of 2.75
- Good computer skills (Microsoft Word, Excel, PowerPoint, Outlook)
- Ability to share your experiences with others
- Ability to work independently and without direct supervision
- Ability to work as a member of a team

PREFERRED SKILLS:

- Advising/mentoring experience
- Graphic design experience
- Marketing/advertising experience
- Preference is also given to applicants with a flexible schedule
- Good language skills
- Enthusiastic and motivated

GA WEBSITE DISCLOSURE:

Steven’s Study Abroad Website will have a section about the Global Ambassador Program where we will present our team and some basic information in the following format:

Name, Major
Program (Type), University, City, Country
Duration / Term
International Experience / Countries traveled
Email
Quote



APPLICATION PROCESS:

If you are interested in becoming a Global Ambassador, complete the attached application and send it with your resume to internationalprograms@stevens.edu. You need to complete the application prior to August 29th for the fall semester and January 15th for the spring semester.