

GORDON STATE COLLEGE CAREER SERVICES AMBASSADOR LEADER APPLICATION 2017-2018

The GSC Peer Career Ambassadors are undergraduate students who:

- Model the role that applied work can play in a student's education,
- Support the effective and efficient operation of the GSC Career Services Center,
- Provide experiences that a student can use on his or her resume in pursuit of specific career goals.

A Peer Career Ambassadorship is for two academic years and renewable for additional years. An application process is required. A student must submit a resume and cover letter and must progress through an interview process. Peer Career Ambassadors are hired in the spring semester prior to the academic year or in the fall semester of the academic year.

Each Career Ambassador reports to one of the GSC Career Services professional staff members.

Each Peer Career Ambassador:

1. Has a specialty (as described below)
2. Provides resume and cover letter review, mock interviews, general advice as a peer.
3. Serves as the personal liaison between CS Staff and student organizations, classes and other student entities to promote the initiatives of the Career Service Center (CSC).
4. Supports the overall work of the CSC in whatever way necessary.
5. Participates in required training.
6. Works an average of 10-20 hours per week; specific hours set each semester.
7. Engages in professional behavior both in dress and actions.
8. Completes assignments on time.
9. Participates in weekly CSC staff meeting.

Applicant Eligibility

- ~ Membership eligibility is open to full-time students who:
 - o Have at least 3 semesters remaining at GSC
 - o Maintain a minimum 2.3 cumulative GPA

Application Directions

- ~ Complete application required
- ~ Resume uploaded electronically into College Central Network
- ~ Deadline 5:00pm on Friday, February 3, 2017.
- ~ Include one letter of recommendation: GSC faculty, Staff, Administrator, Employer, Advisor or Volunteer Coordinator...someone that has seen your work firsthand.

*Please submit completed application and supporting materials to the Career Services Center Room 222.
Careerservices@gordonstate.edu*

GORDON STATE COLLEGE CAREER SERVICES

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GSC Peer Career Ambassador Specialty Job Descriptions

In addition to the general responsibilities, each Career Ambassador is assigned a specialty. A Peer Career Ambassador may request a specific specialty to advance competencies he or she would like to develop or to use competencies he or she already has. Creative thinking and innovative approaches are strongly encouraged and supported.

Event Planning: Under the supervision of the Coordinator and CS Assistant, manage the logistics of special events. Events include but are not limited to: Industry Nights, Career Bootcamp, Etiquette Dinner, Student Assistant Bootcamp, Recruiter in Residence.

Marketing and Promotion/Social Media Specialist: Manage activities related to promoting CSC programming and events. Use of creativity and innovation in determination of marketing and promotion strategies is encouraged. Some strategies include but are not limited to development and maintenance of CSC Facebook page, Twitter account, LinkedIn presence, Pinterest page, Instagram, other social media; design, production and distribution of weekly newsletter; design and production of banners and flyers; strategic use of webpage.

Librarian/Resource Specialist: Maintain the CSC Library including but not limited to updating books, online resources, reference materials, publications, and brochures. Ensure equipment is maintained in good order. Maintain appropriate internet references and resources.

Employer/Career Development: Research employers and graduate/professional schools that should be invited to recruit at GSC and maintain up-to-date lists. Research interesting articles, lists, workshops and other items that can be shared with students through various CSC outlets including social media

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First Name _____ Middle Initial ____ Last Name _____

Email Address _____ Phone Number _____

Address _____ City _____ State ____ Zip _____

GSC Student ID Number _____ Current Major _____ Current GPA _____

Have you ever been a Student Ambassador or Orientation Leader before?

Yes No If yes, what years? _____

Current Classification

Freshman Sophomore Junior Senior

Activities and Involvement

List significant leadership positions held and any honors received include high school and college.

Please provide current employer and include responsibilities and hours worked per week.

Please indicate your interest. Check all that apply.

(Check All That Apply)

- | | |
|--------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Student Ambassador | <input type="checkbox"/> Orientation Leader |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Marketing & Promotion |
| <input type="checkbox"/> Social Media Specialist | <input type="checkbox"/> Librarian / Resource Specialist |
| <input type="checkbox"/> Employer / Career Development | <input type="checkbox"/> Other _____ |

Signature: _____ Date: _____