

**Job Title:** Global Ambassador

**Department:** Office of Global Engagement

**STATEMENT OF PURPOSE:**

The Global Ambassador Program (GAP) is an opportunity for Montclair State students to work on campus while having fun! Global Ambassadors have a chance to meet with prospective and current students from around the world and share their experience about our university. Global Ambassadors will also support the OGE team in other office-related functions.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Whether virtually or on-campus, serve as a guide and resource to prospective, newly admitted, and current international students
- Direct students and families throughout campus during Fall and Spring International Student Orientation; assist with set up, check-in, and preparing materials; facilitate icebreaker activities and group discussions
- Create posts for the Office of Global Engagement social media accounts (Facebook and Instagram)
- Generate letters and documents for current students and scholars; photocopy, scan and file documents, answer phones, sort mail, and perform other clerical functions
- Respond to Unibuddy chat messages/inquiries from prospective students
- Make short videos and/or write blog posts about the student experience at Montclair State
- Participate in live events and/or information sessions, as needed
- Attend at least two Global Engagement events each semester, including trips and/or international student events
- Assist at the World's fair event
- Assist with the planning and facilitation of international student/scholar programming
- Other duties as assigned

**REQUIRED QUALIFICATIONS:**

- A current undergraduate or graduate student at Montclair State University. \*Those graduating in May 2021, August 2021, or January 2022 are not eligible to apply\*
- A minimum cumulative GPA of 2.75 or higher at the end of the Fall 2020 semester (GPA's will be verified) and maintain a 2.75 GPA each consecutive semester
- Completed one semester at Montclair State University by the time of application
- No open conduct cases; judicial records will be reviewed by the Office of Student Conduct
- Possess leadership skills, as evidenced by previous leadership experiences and application responses
- Be able to provide a welcoming and helpful atmosphere to individuals from a wide range of cultural and language backgrounds
- Demonstrate strong interpersonal and communication (written and oral) skills
- Embody a professional attitude; have a willingness to lead, solve problems, be a team player
- Must be available to work the dates of Fall and Spring International Student Orientation and have weekly availability throughout the summer months