

# STUDENT LEADERSHIP OPPORTUNITIES

## MOUNT ROYAL UNIVERSITY

### STUDENT SUCCESS AMBASSADORS

Engage, Enhance, Encourage

*Student Success Ambassadors proactively **engage** students through outreach. They **enhance** awareness of resources and opportunities available at MRU, and **encourage** students to access support.*

### RESPONSIBILITIES

#### Student Engagement

- Proactively engage students through outreach programming across campus.
  - Working in small teams, you will regularly plan, implement, and assess tailored outreach programming throughout the academic year.
- Conduct class visits to enhance awareness of supports and opportunities available at MRU including, but not limited to, the Early Support program.
- Maintain a welcoming and friendly environment for students
- Normalize varying student experiences, reduce stigma, and make meaningful referrals to campus resources based on student interactions.
- Become a well-known member of the MRU community by engaging directly with students.

#### Registration Assistance (*Occurs during peak registration weeks only*)

- Provide drop-in registration support in Central Advising (D101), assisting students that have already met with an Academic Advisor to create a course schedule, register for their courses, and navigate MyMRU
- Refer to Academic Advising, and other campus resources as necessary
  - Understand the knowledge and expertise of Academic Advisors and where your role stops. (Registration assistance does not include any form of academic advising, including but not limited to program requirements, information on withdrawing from courses, etc.).
- Encourage timely degree completion through appropriate course load registration, given each student's individual circumstance.

- Play a lead role in supporting New Student Registration Day 2019 (April 6, 2019)

### **Administrative Tasks**

- Check your mtroyal.ca email address at least once every 2 business days
- Prepare accordingly for your team outreach events by submitting detailed proposals no later than one week prior to events, and evaluations no more than one week after.
- Leave spaces you occupy (for planning, programming, or otherwise) clean and tidy.

### **Professionalism**

- As a Student Success Ambassador, you represent MRU, the Office of Student Success, your fellow students, and yourself.
- You are a student first. Your commitment to your studies is of the utmost importance to the Office of Student Success.
  - Should academic commitments conflict with the commitments of your role, you will communicate this to your supervisor with **ample** notice.
- You will be respectful, inclusive, and professional. This includes knowing and articulating any limitations you may experience and practicing self-care.
- Provide a student voice within the Office of Student Success to aid in the development, implementation and adjustment of student success programming

### **Team Involvement**

- Attend all team meetings, team building activities, and training as required.
- Work as an enthusiastic, supportive, and contributing member of your team.
- Actively work to build relationships with your team members – get to know them.
- Collaborate, support, and challenge one another as appropriate.

## **QUALIFICATIONS AND REQUIREMENTS**

1. Continuing student in good academic standing for the 2018/2019 academic year (Fall and Winter semesters)
2. Reliable, responsible, and friendly
3. Effective communication skills including a willingness to present and speak in public
4. Enthusiasm to work with fellow students and a strong desire to help them succeed
5. Comfortable with navigating MRU's electronic resources, including the MRU website, MyMRU, Blackboard and mruGradU8

6. Ability to work cohesively in a team environment with fellow Student Success Ambassadors and professional staff
7. Awareness and understanding of the various campus resources available for students. *Preference will be given to students with a current or previous high level of campus involvement*
8. High level of availability between the hours of 8:30am-1:30pm, Monday to Friday is ideal

### **Time Commitment**

- September 8 and 9, 2018 – Student Success Ambassador Training
  - *\*Please note, if you're already scheduled to attend training for another peer program on these dates, we can likely accommodate. Please notify us of this conflict if you are selected for an interview.*
- January 6, 2019 – Winter Revival Day
- 2-3 hours per week from the first to last day of class each semester
- 4-6 hours per week of drop-in registration support for students in Academic Advising (D101) (during peak registration weeks only)
  - Fall 2018
    - Sept. 10<sup>th</sup>, 2018 to Sept. 14<sup>th</sup>, 2018 (add/drop deadline)
    - Oct. 15<sup>th</sup>, 2018 to Dec. 10<sup>th</sup>, 2018 (last day of classes)
  - Winter 2019
    - Jan 4<sup>th</sup>, 2019 (1<sup>st</sup> day of classes) to Jan. 14, 2019 (add/drop deadline)
    - March 18<sup>th</sup>, 2019 to April 5<sup>th</sup>, 2019 (last day of classes)
- April 6, 2019 – New Student Registration Day

### **BENEFITS**

1. Compensation will be provided on a contract basis, paid out equally on a bi-weekly basis over the course of each semester:
  - a. \$1050 contract for the Fall 2018 semester
  - b. \$1050 contract for the Winter 2019 semester
2. MRU swag
3. Access to a shared office and computer on campus
4. Opportunity to share personal student perspectives and aid in the development and implementation of student success initiatives
5. Development of leadership and communication skills

6. Develop enhanced knowledge and understanding of the post-secondary environment
7. Opportunity to positively contribute and make a difference within the MRU community

## **APPLICATION PROCESS/TIMELINE**

1. Submit an [application form](#) before April 9, 2018.
  - a. Be prepared to provide the contact information for two references. Each reference must be MRU faculty or staff.
2. Once your application is submitted, we will reach out to your references directly to have them complete an online reference form.
3. Successful applicants will be invited via email for an in-person interview between April 16 and 20, 2018.

If you have any questions or require additional information, please contact Alena Boczek, Student Success Program Support [aboczek@mtroyal.ca](mailto:aboczek@mtroyal.ca).