Under general supervision, the SEAS Ambassadors will be responsible for providing support to the various students who participate in the SEAS Programs. An ambassador will serve as a resource to SEAS students by providing academic support, transitional support, and referrals to campus resources. During the academic year, ambassadors may be assigned to projects, outreach events, and/or administrative duties based on need for support.

**Duties include, but are not limited to:**

- One year commitment is preferred
- Have a clear understanding of and abide by all university policies, including the “University Code of Conduct”
- Attend training sessions and meetings
- Understanding of students’ needs and how to refer to campus resources or appropriate offices
- Individual/group academic and transitional support sessions
- Document all direct contacts with program participants
- Assignment to projects, outreach events, and/or administrative duties
- Conduct phone calls to students and prospective students regarding deadlines/requirements/interest in the different programs
- Conduct tours/presentations of the Cal State East Bay campus as well as office/program spaces and services for prospective students/families, K-12, and/or community college students
- Present to high school and/or community college students about the SEAS Programs
- Assist in SEAS or University Events such as Study Jams, Open House, Welcome Orientations, Year End Ceremonies, Preview Day, Welcome Day, etc.
- Assist SEAS staff in referring students to workshops, events, and appointments
- Recruit SEAS students to participate in SEAS events
- Other duties as assigned

**Minimum Qualifications:**

- Former/current participant in one of the SEAS Programs
- A cumulative GPA of 2.5 or higher
- Outstanding communication skills (written and interpersonal)
- Experience using Microsoft Office and Google Suites
- Ability to work effectively in a team-oriented environment
- Ability to work accurately and efficiently in a fast-paced environment with minimal supervision
- Must be organized, committed, and a self-starter
- Good organizational skills and a commitment to helping students
- Commitment to student success and personal development

**Applicants must be available the following dates:**

August 10th - 14th, 2020* (9am-5pm) for training

*Note: Subject to change

**SEAS is an at-will employer.** Federal Work Study (FWS) is not required, but students with FWS are encouraged to apply. Hours will range between 10-12 hours per week, and begin at a rate of $14.50 per hour.

If you have any further questions regarding this position, please contact Student Equity and Success (SEAS) at seas@csueastbay.edu.