Job Title: Career Ambassador
Department: Malone Center for Career Engagement
Hours: 10 hours per week; requires some evening and weekend hours (must commit to full academic year)
Pay: $8.00 per hour

What is a Career Ambassador?
A Career Ambassador provides the Malone Center for Career Engagement administrative, marketing, social media and data/analytics support. Additionally, the Career Ambassador position at Furman University allows for student workers to gain valuable insight into career preparation, exploration and connection via Career Engagement programs, events and outreach.

How to become a Career Ambassador
Looking to get involved on-campus? Do you want to gain valuable skills that can translate to real-world experience? If the answer is yes, then apply today!

Deadline to apply is March 2, 2018 at 5:00PM.
Please submit your resume to Caroline Oncken, caroline.oncken@furman.edu.

Why should you apply?
In addition to supporting students with their job search and career plans, Career Ambassadors will develop professional skills (source: NACE Career Readiness):

- Ability to think critically and tactfully problem solve
- Articulate thoughts and ideas in written and oral forms of communications to students, professionals, parents, alumni, staff and faculty
- Use of digital technologies to increase student and alumni outreach and awareness of Malone Center for Career Engagement’s resources and services
- Engage with campus leaders to build relationships and partnerships
- Work well with other Career Ambassadors, students and campus leaders to manage projects
- Show professionalism through networking and front-line contact

Job Duties:

Administrative
- Provide assistance and serve as the front-line contact for visitors
- Answer phone and email enquiries
- Schedule appointments

Social Media
- Update Instagram, Pinterest and Facebook content daily
- Create daily posts on Instagram and Facebook about resources, services and events
- Promote the Hired Campaign to campus and Furman community via social media
Marketing

- Create promotional materials (i.e. flyers, webpage design, social media campaigns) to build awareness to students, faculty, parents and alumni about the Malone Center for Career Engagement’s events and programs
- Reach out to and collaborate with various on-campus organizations to share/present information about the Malone Center’s resources and services
- Create educational, career-related YouTube videos/tutorials

Data/Analytics

- Analyze and run reports on monthly and semester data using Excel
- Collect First Destinations Survey responses via email, telephone and LinkedIn

Expectations:

- Attend all necessary training and evaluation meetings
- Work 10 hours per week (including evenings)
- Support the MCCE mission to increase its presence within the Furman community
- Familiarize yourself with career-related topics and information
- Demonstrate willingness and desire to help students and MCCE staff
- Possess public speaking skills to engage peers, alumni, faculty and staff
- Demonstrate initiative, creativity and follow-through with assigned responsibilities and commitments
- Commit to being a positive team-member
- Maintain a friendly, helpful attitude and provide excellent customer service
- Possess technology and social media skills