

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 walk-in visitors and appointments
- Answer phone and email enquiries
- Schedule appointments

Social Media

- Update Instagram and Facebook content daily
- Create daily posts on Instagram and Facebook about resources, services and events

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
- Promote the "Hired Campaign" to campus and Furman community

Data/Analytics

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