



Department of

# Geography & Environmental Studies

## **Department of Geography and Environmental Studies Ambassador Position** (paid positions to fill 4-5)

Student(s) in this position report to the Program Support Officer, DGES. Students act as ambassadors for recruitment, retention, and special events related to the Department of Geography and Environmental Studies.

### **Responsibilities:**

- Act as an ambassador for the department of Geography and Environmental Studies at promotional events in the fall and winter semesters (Fall program fair, March program fair, High School visits on and off campus):
  - o Speaking about the student experience in the DGES, offering insight into course load, course options, campus life and managing work-life balance, speaking about the opportunities and benefits that are available through DGES
  - o Attending briefing meetings before promotional events to discuss the audience and the approach for each event
  - o Staff, set-up and tear down of table and equipment for promotional events
  - o Participate in a debriefing after promotional events by offering comments and feedback via email correspondence
- Scout and recruit volunteers from the DGES student body to participate as volunteers or sub-ambassadors (paid)
- Scout and assist in the recruitment of returning students to be part of the DGES Ambassador team in the future
- Act as ambassadors for DGES at departmental events (external and internal) such as Geography Awareness Week, GIS Day, and the Alumni Event
  - o Tabling in the library, engaging prospective students and answering their questions
  - o Offering opening introductions and closing thanks to guest speakers
  - o Putting up posters around campus and Setting up displays

### **Requirements:**

- A DGES ambassador should meet the following requirements:
  - o Be a DGES undergraduate student enrolled in 3<sup>rd</sup> or 4<sup>th</sup> year (some exceptions made for graduate and 2<sup>nd</sup> year students).
  - o Demonstrate a strong knowledge of the main programs offered in DGES
  - o Excellent oral communication skills for various audiences (students, alumni, etc.)
  - o Be available for external travel for high school class visits (approximately 3 hours a visit and approximately 4-5 visits throughout the fall semester based on availability and program)

**Deadline to apply is August 25<sup>th</sup>.** If you are interested in applying for the position please email a resume and cover letter to the program support officer at [meaghan.kenny@carleton.ca](mailto:meaghan.kenny@carleton.ca).