

Student Ambassador

University Office for Diversity & Inclusion

JOB DESCRIPTION:

The Student Ambassador is a vital member of the Diversity and Inclusion team who, under the supervision and direction of the Director for Student Access and Success, serves as an ambassador for D&I to the student body, engage in recruitment and success activities on behalf of D&I and serve as a positive role model for prospective and current students.

Student Ambassadors will be responsible for assisting in the planning and execution of D&I access and success initiatives as well as be leaders of the Student Committee for Access and Success. Student Ambassadors will work to promote diversity, equity and inclusion within D&I and across campus as well as recruit students from a diversity of backgrounds to volunteer with Student Access and Success (SAS). Student Ambassadors are the front-line staff members and must assist prospective and current students in learning more about UNC based on their knowledge of and involvement with the University while also creating an environment where students can live, learn and thrive.

<p>RESPONSIBILITIES</p>	<p>The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during appointment.</p> <p><i>Academic Year Obligations:</i></p> <ul style="list-style-type: none"> • Be assigned programs and initiatives, of which, the Student Ambassador will assist in the planning and implementation of, based on their assigned area of focus and department need. • Planning and implementation assistance will include, but not be limited to: recruiting, selecting and organizing volunteers or counselors, collaborating with student organizations or faculty, participate in program debrief reports and assist with developing creative solutions to improvement needs. • Assist with administrative tasks as delegated by D&I staff. These tasks will include, but not be limited to: distributing program marketing and assessment materials, assisting with program presentations, attending various program sessions, and campus collaboration initiatives. <p><i>Summer Institute Obligations:</i></p> <ul style="list-style-type: none"> • Assist with delegated administrative tasks from D&I professional staff. • Responsible for advising/mentoring Group Activity Coordinators and Counselors. • Assists in general administrative tasks associated with PU/Uplift PLUS in addition to serving as an engaging facilitator as needed for large programs. <ul style="list-style-type: none"> ▪ Must be available for all PU sessions and for the entire duration of Uplift PLUS, paid a continuation of their academic year stipend with 12-15 hours of work expected a week through May 1st(ish) to July 31st(ish)
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<p>LEARNING OUTCOMES</p>	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Identify systems of identity-based oppression within the realm of American higher education while articulating the role access and success programs play in dismantling said systems. • Demonstrate an understanding of the relation of inclusion, equity, and justice to diversity through educational and social programming. • Illustrate knowledge of methods to aid marginalized students in a successful academic and psychosocial matriculation process. • Develop and assess interculturally competent community initiatives related to civic identity and leadership development. • Actualize themselves as young professionals fluent in systems of organizational communication and project management.
<p>LEARNING OUTCOMES (CAROLINA EXCELLENCE)</p>	<p>Self-Awareness</p> <ul style="list-style-type: none"> • Identify personal strengths, skills, values, and identity. • Demonstrate personal responsibility for actions and decisions. • Represent themselves and the University in a professional manner. • Recognize and appreciate broad diverse perspectives. • Exhibit ability to facilitate engage in inclusive conversations reflective of all spectrums of diversity <p>Critical Thinking</p> <ul style="list-style-type: none"> • Identify and apply concepts related to team leadership, group dynamics, collaboration, and facilitation. • Adapt to change and actively solve problems. • Approach situations, experiences and interactions with empathy while being mindful of students’ various developmental points. <p>Communication</p> <ul style="list-style-type: none"> • Manage conflict with openness and respect for others. • Cultivate an environment that is inclusive and welcoming to student body and audiences in entirety • Effectively communicate in large and small group settings. • Display intentional learning of diverse identities by leaning into places of discomfort and difference <p>Intercultural Competence</p> <ul style="list-style-type: none"> • Utilize soft skills such as: empathetic and intentional listening, critical thinking, with respect to the various cultures in the Carolina community. • Exhibit awareness of the importance of identity, self-awareness, values and beliefs and how they correlate with culture. • Understand communication with regard to non-verbal behavior, literacy, language and dialogue. <p>Job Knowledge</p> <ul style="list-style-type: none"> • Understand the issues related to the diverse population of first-year, transfer, and matriculated students and their experiences. • Identify campus resources and provide appropriate referral information. • Effectively manage multiple tasks and responsibilities. • Identify the value of self-reflection for personal development. • Facilitate proactive transitional support for students that participate in or with University Office for Diversity and Inclusion programs and initiatives.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Possess a positive attitude, high energy level, knowledge of and enthusiasm for Carolina. • Ability to work with students representing a wide variety of backgrounds and interests. • Demonstrate an interest in providing educational access to rising high school seniors and exposing them to activities unique to college life. • Proficient with Microsoft Office with heavy emphasis in Word and Excel. • Experience with WordPress and website management. • Candidates should be well skilled in the following areas: <ul style="list-style-type: none"> ○ Critical thinking and creative problem solving. ○ Detail oriented and time management skills. ○ Demonstrated verbal and written communication skills. ○ Public speaking skills. ○ Strong decision-making skills and the ability to prioritize plan, manage, and coordinate activities and major functions. ○ Experience with data collection and analysis. ○ Ability to work with sensitive information. ○ Ability to work independently and with a group. • Have a working knowledge of university resources. • Agree to abide by all university policies and civic laws.
<p>CONDITIONS OF EMPLOYMENT</p>	<ul style="list-style-type: none"> A. Duration of Appointment <ul style="list-style-type: none"> a. This appointment will be for one (1) full year. May 2021 – June 2022 with the option to renew for another year. B. Academic Standing <ul style="list-style-type: none"> a. Be full-time undergraduate student, have a minimum 2.5 GPA and be in good disciplinary standing with the University C. Supervision <ul style="list-style-type: none"> a. Be directly supervised by the Director for Student Access and Success, who will be assisted by D&I professional staff and graduate assistants. D. Weekly Responsibilities <ul style="list-style-type: none"> a. During the course of the academic year, Student Ambassadors must attend a MANDATORY weekly meeting to debrief and review upcoming programs as well as attend office hours each week for 8-10 hours. E. Conduct <ul style="list-style-type: none"> a. Student Ambassadors must understand this position carries an obligation to conduct themselves in a manner appropriate to their position as representative of the University and to live and work in accordance with, uphold, and abide by all University policies and regulations. Any violation of these policies will be reviewed and addressed on a case-by-case basis and may result in immediate termination.



2021 – 2022 Open Student Ambassador Appointments and Focus Areas

Note: Due to COVID 19 restrictions, position duties, descriptions, and expectations are subject to change.

Student Ambassador for Special Initiatives

- ❑ Assist with NC Renaissance planning
- ❑ Assist with Behind the Scenes
- ❑ Assist with Rural and other special initiatives

Student Ambassador for Student Success

- ❑ Assist with Beyond Carolina and professional development initiatives
- ❑ Assist with Achieving Carolina Excellence
- ❑ Assist with Carolina Excellence in Action and assessments

Student Ambassador for Recruitment Programming

- ❑ Assist with Experience Carolina
- ❑ Assist with Native Heels Day
- ❑ Assist with cultural heritage programming as they relate to recruitment initiatives