 Alberta School of Business  
 Student Ambassador Program  
 Position Description

Alberta School of Business Student Ambassadors are third- and fourth-year undergraduate Business students selected to represent the Alberta School of Business at special events and to participate in ongoing donor, alumni and other external relations programs as well as student recruitment activities. In selecting Student Ambassadors, the School will seek students who, as a group, represent various majors and are involved in a diverse number of student clubs and community activities.

Remuneration is not provided for Student Ambassadors – this is a volunteer position. However, Ambassadors will benefit from their service by meeting high-profile members of the Edmonton and Canadian business community at special events and other functions. This will include members of the Business Advisory Council – most of whom are Presidents, CEOs or Vice-Presidents of companies – as well as major donors and alumni of the School.

The service of Student Ambassadors will be recognized at various events. At their request, they will also receive a letter of recommendation from the Coordinator, Special Events and Projects, External Relations, Alberta School of Business, at the conclusion of their one-year service and after fulfilling the required time commitment (10 hours per Fall term and 10 hours per Winter term for a total of 20 hours).

Student Ambassadors are each requested to commit a **minimum of ten hours per term** to the Alberta School of Business over the academic year, to fulfill the following responsibilities:

- Assist with donor recognition programs and participate in thank-you calling to annual fund donors.

- Assist in event staging and represent Business students at the Canadian Business Leader Award Dinner, Business Alumni
Association Annual Dinner, business community breakfasts, Alumni Weekend and other special events involving donors, alumni and members of the business community.

- Assist the Office of the Dean in welcoming and accommodating Executives in Residence who visit the Alberta School of Business to share their business experience with MBA and undergraduate students.

- Assist the Undergraduate Student Office in student recruitment activities by talking to high school students and staffing a Alberta School of Business booth at high school recruitment fairs.

- Assist the External Relations staff in preparing for special events and external relations activities. This may involve preparing nametags, perform internet searches to find missing contact information, and other such activities.

- Promote the Alberta School of Business, its programs and students as well as being prepared to respond to questions at such events as the University’s Annual General Meeting, trade fairs, Chancellor’s Cup Golf Tournament and other opportunities.

**Key selection criteria:**

Approximately 15 student ambassadors will be selected each year. All students at the Alberta School of Business currently in their third or fourth year are eligible to apply.

- Excellent written, verbal and interpersonal skills suitable for working with people at all levels within the university and business community

- Demonstrated organizational and time-management skills
- Demonstrated involvement with and contribution to the Alberta School of Business or local community
- Involvement in extra curricula activities including but not limited to sport, theatre, dance, music, etc
- In good academic standing
- Ability to positively promote and represent the Alberta School of Business