



Global Student Ambassadors

Job Description

Position Description

Global Student Ambassadors (GSAs) will work directly with the International Engagement Leadership Advisor in the Center of Leadership and Service as well as our partners in International Student Programs. The team will work to plan, promote and implement events and programs that seek to foster the global community at Highline College.

Global Student Ambassadors will serve the diverse student population of Highline College through meaningful peer advising and student programming. Global Student Ambassadors will have the chance to work in a global environment and gain cultural competencies. Other skills gained in this position are related to event planning, leadership, advising, and student services - all transferrable work experience for any future career. Knowledge of different cultures and a passion for interacting and supporting fellow students with diverse backgrounds is very important in this position. Students of international backgrounds/experience will be given priority in this position. A willingness to learn about new cultures and customs is an imperative trait to be successful in this position

Duties and Responsibilities

Administrative - 10%

- Administrative tasks including; answering the phone, responding to emails, etc.
- Scheduling appointments with fellow students and campus partners
- Assisting on office projects as assigned by any professional staff member

Event Planning - 55%

- Work within a team to develop and plan culturally inclusive events for the global community
- Collaborate with Marketing Outreach Design (MOD) to develop and implement marketing and promotions for all events
- Plan events while also following the guidelines, policies and procedures of Center for Leadership and service
- Actively collaborate with ethnic and cultural clubs to plan events and programs
- Work with International Engagement Leadership Advisor to assess & evaluate events through a structured process
- Work with other GSAs to brainstorm, plan and implement new and innovative programs that foster a global community

Community Engagement - 20%

- Engage with International Student Programs, clubs, professors, and different departments on campus to collaborate on events and understand needs of others at the college
- Pursue ways of learning about different student populations on campus in order to provide events that are catered to all of our students

Core Team - 15%

- Plan and participate in Core staff projects and tasks
- Actively participate in all Center for Cultural & Inclusive Excellence and Center for Leadership and Service programs
- Actively participate in CONNECT Program
- Facilitate and engage in Core staff meetings
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Provide general office support when needed

What you bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team.
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment

Work Expectations:

- Registered for at least 6 credits and a minimum of 2.5 cumulative GPA each quarter.
- Students will participate in a quarterly reflective evaluation help identify leadership strengths and challenges during the duration of the position.
- Student can expect to work 15 hours per week. This position pays minimum wage.