

Job Title: CAS Graduate Student Ambassador, Department of Computing and Software, Recruitment

Job Summary: This position will be 6 months, up to 12 months in duration.

Ambassadors will be required to participate and present information on the Department of Computing and Software's Graduate Programme at Ontario Universities and a variety of McMaster Graduate events held on campus. You will be in direct contact with current and prospective graduate students on and off campus.

The post is flexible around your academic studies. Ambassadors will receive financial remuneration for their work and expenses incurred and associated with the travel requirements of this position.

Purpose and Key Functions:

- Develop presentations and present information at a variety of Ontario University institutions and McMaster University Graduate events.
- To encourage prospective students to choose McMaster University, Computing and Software Graduate programme.
- Be involved in developing recruitment communication strategies and related objectives.
- Provide recommendations on the future development of communication strategy, structure, function, and activity.
- Providing Graduate representation for onsite events, including attending Graduate career fairs. Attend scheduled Graduate Recruitment meetings.
- Other related work as assigned.

Requirements:

- This position is available to current CAS Graduate students who have not worked 500 hours in their academic year.
- Must be able to travel.
- Strong communication, presentation and interpersonal skills to communicate effectively with prospective students, parents and faculty/staff of offsite academic institutions.
- Ability to multi-task with demanding timelines.
- This role will be required to work outside of normal business hours to attend/present information sessions, workshops and other recruiting related events.
- Enthusiastic.
- Good listener.
- Good team worker.
- Well organized.
- Able to use your own initiative.

Remuneration:

- \$15.00 / hr.
- Maximum of 140 hours per academic year**
- Travel expenses as required.

** Includes up to 20 hours allocated for the development of your presentation.

Application Procedure: Please send a cover letter explaining why you would like to be a CAS Graduate Student Ambassador and some of the qualities you will bring to the team, along with a resume that highlights where you have successfully demonstrated your qualifications for this position to: Tina Macala, Co-Chair, CAS Recruitment macalat@mcmaster.ca.

Application Deadline: November 30th, 2017