

## **Job Title: CAS UG Student Ambassador, Department of Computing and Software, OutReach**

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

Working as a CAS UG Student Ambassador will provide you with direct contact with the secondary school environment. Ambassadors will be required to participate and present information at a variety of UG events including the OUF, Fall Previews and May@Mac, and will be in direct contact with prospective students, parents and guardians 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:**

- Present information at a variety of events on and off site.
- To encourage prospective students to choose McMaster University, Computing and Software programme.
- Be involved in developing recruitment communication strategies and related objectives.
- Provide recommendations on the future development of communication strategy, structure, function, and activity.
- Participate in any UG recruitment events as required.
- Assisting visitors at and acting as host to groups visiting our department for onsite events.
- Attending higher education conventions and careers fairs.
- Attend scheduled Recruitment meetings.
- Other related work as assigned.

### **Requirements:**

- This position is available to current CAS UG students.
- 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 information sessions, workshops and other recruiting related events.
- Enthusiastic.
- Good listener.
- Good team worker.
- Well organized.
- Able to use your own initiative.

### **Remuneration:**

- \$18.50 / hr.
- Maximum of 140 hours per academic year\*\*
- Travel expenses as required.

**Application Procedure:** Please send a cover letter explaining why you would like to be a CAS UG 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 OutReach at [macalat@mcmaster.ca](mailto:macalat@mcmaster.ca).

**Application Deadline: Monday, April 30<sup>th</sup>, 2018**