

CAS Ambassador Position Description

Ambassadors serve as student representatives of Oregon State University (OSU) and the College of Agricultural Sciences (CAS). Ambassadors contribute to the advancement of OSU and college through participation in promotional and recruiting activities including on- and off-campus recruiting events, professional conferences, as well as industry and alumni events. Other recruiting activities include correspondence with prospective students, visits to high schools and community colleges, and campus tours for prospective students and their parents. As the founding college of a land grant university, CAS has an obligation and mission to serve all Oregonians in addressing complex challenges facing our society. This requires us to not only reflect the society we serve in our composition but also to respect all voices in what we do and how we do it. Ambassadors are expected to align their work with the CAS Climate, Diversity and Inclusion Initiative goals of, 1) Improvement of how we reflect the population we serve, 2) Creation of opportunities for respectful and constructive dialogue between people and viewpoints, and 3) Elimination of bias in our policies and procedures so they are as supportive as possible for all people.

Position Summary

This recruitment will be used to fill up to eight (8) Ambassador positions for the College of Agricultural Sciences at Oregon State University with up to two of those positions to be held by Ecampus students.

College of Agricultural Sciences Ambassadors serve as student representatives for CAS at OSU. Ambassadors represent CAS at a variety of events and programs that support the college's recruitment, social media and communication campaigns, current student services, international programs, experiential education, and alumni, donor and industry relations. Ambassadors present information and facilitate discussions at on- and off- campus functions and virtual events, participate in professional conferences, attend alumni and industry events, and give agricultural sciences-related presentations and campus tours.

These positions provide opportunities for professional development through improvement of communication, teamwork, and leadership skills, recognition as a part of a team of respected student leaders, and networking with university administrators, faculty, industry leaders, and political figures. Incumbents in these positions will also have the opportunity to increase their knowledge of OSU, CAS, OSU Extension Services, and to positively contribute to the overall mission of OSU and CAS.

These positions are anticipated to begin with training in Spring 2023, and last through the 2023-2024 academic year.

Benefits

- Professional development through improvement of communication, teamwork, and leadership skills
- Recognition as a member of a team of student leaders
- Opportunity to network with university administrators, faculty, industry leaders, and politicians

- Increased knowledge of Oregon State University, the Colleges of Agricultural Sciences, as well as the agriculture and natural resource-related industries (specifically knowledge of academic programs and opportunities within the College of Forestry, and College of Earth, Ocean, and Atmospheric Sciences).
- Guidance and mentorship from the CAS Ambassador faculty advisor and CAS Ambassador student director
- Opportunity to positively contribute to the overall mission of OSU and CAS
- \$1,800 scholarship for the 2023-2024 academic year, awarded in \$600 increments at the beginning of each academic term (fall, winter, spring)
- One upper-division general agriculture seminar credit (AGRI 407) in Spring 2023 if desired.

General Duties

- Represent the Colleges of Agricultural Sciences and its commitment to diversity and inclusion during industry events, professional conferences, and on-campus student recruitment programs and participate in all types of Ambassador program activities
- Host on-campus and virtual tours and information sessions, for high school student organizations, prospective families and interested individuals
- Communicate with prospective students, alumni, donors, faculty, staff and community members, including making phone calls and sending emails to prospective students
- Share individual personal and professional stories whether presenting or working one-on-one with prospective and current students
- Participate in social media campaigns for prospective and current student audiences.
- Maintain accurate records regarding visitation schedules and expenses (ie. Keeping and submitting receipts for expenses when traveling).
- Attend all team meetings and leadership development courses
- Develop and complete projects that support the recruitment efforts of the College of Agricultural Sciences
- Assist with departmental projects as assigned
- Other duties as assigned

Ecampus Specific Duties*

- Develop prospective and current student communication and presentations
- Develop connection opportunities for current Ecampus students
- Create social media content
- Support event planning and logistics
- Other duties as assigned

*These are possible areas of focus for Ecampus students in addition to or in lieu of campus-based general duties.

Required Qualifications

- Current undergraduate or post-baccalaureate student enrolled in a degree program administered by the College of Agricultural Sciences, who intends to enroll at OSU for Spring 2023, Fall 2023, Winter 2024, and Spring 2024.

- Must be in the second, third or fourth year of academic program during the year of ambassador service (Fall 2023-Spring 2024); may apply as early as the first year in academic program.
- Minimum cumulative GPA of 2.75 at the time of application and maintained throughout service.
- Excellent oral and written, interpersonal and public speaking communication skills.
- Ability to approach any situation, individual, or groups of people with an open mind, friendly demeanor, and willingness to step outside personal comfort zones to fully engage in all types of Ambassador program activities.
- Demonstrated organizational skills including tracking and management of time commitments.
- Demonstrated ability to participate as an active member of a team to achieve shared goals that foster inclusion and effectiveness.
- Some familiarity with social media platforms and willingness to learn and engage in social media platforms used by CAS. (Should not have a personal social media presence that works against CAS and OSU goals of inclusivity and respect for all community members).

Preferred Qualifications

- Ability to travel and to make appropriate presentations in a variety of venues. *
- In the third or fourth year of academic program during the year of ambassador service (Fall 2023-Spring 2024).
- Demonstrated ability to respond to changing environments and priorities.
- Demonstrated ability to customize communication to suit a specific audience.

*Ecampus students will not be required to travel but may be invited to engage with in-person events if logistically possible.

Service Conditions/Schedule

- These positions require compliance with university policy and standards relating to the [Safety of Minors](#) including completion of online training and criminal history check.
- These positions require occasional travel to attend college/university functions using OSU Motor Pool vehicles. *
- These positions also require the ability to participate in various events via zoom and other online platforms.
- Flexibility in work schedule is required as regular evening and weekend events are common.
- The time commitment throughout the year will vary week to week. Ambassadors must be available to complete 2023 spring term training (1 upper-division Agricultural Sciences seminar credit, AGRI 407 offered on the Corvallis campus and online), and to work throughout the 2023-2024 academic year, including the Fall Ambassador Training Retreat and Welcome Week (beginning September 23, 2022) through the start of the fall term.
- Attendance and active participation in all meetings/workshops is expected unless prior arrangements have been made and approval has been given by the Ambassador advisor. Arrangements should be made with Ambassador advisor at least two weeks prior to the expected absence if possible. Unexcused absences are not permitted.

*Ecampus students will not be required to travel but may be invited to engage with in-person events if logistically possible.

Special Instructions for Applicants:

When completing the application survey, you will be required to attach the following electronic documents:

1. A cover letter indicating how your qualifications and experience have prepared you for this position.
2. Current resume along with the names and contact information of two professional references.
3. Upload a video that serves as an overview of academic programs and opportunities within the College of Agricultural Sciences. Imagine that the audience for your video is future students and their families. Your video should be a minimum of 5 minutes and a maximum of 7 minutes in length. The following three presentation components will be assessed:
 - a. Presentation clarity and organization
 - b. Your presentation skills (engaging, story-telling abilities)
 - c. Content of the presentation (accuracy and relevancy of information presented)

NOTE: Requests for space or technical equipment needed to create your video should be send to Michelle McAllaster – michelle.mcallaster@oregonstate.edu.

There are also four short-answer questions to complete within the application survey. Please limit your responses to 1,000 characters (including spaces):

1. What extracurricular activities or experiences do you have, or plan to be involved in Spring 2023 - Spring 2024?
2. How do you manage time effectively? How would you use those time management techniques and tools to balance a commitment to the Ambassador program and you're your academic and personal commitments? Please provide specific examples.
3. What is your approach to working with groups of people to accomplish tasks?
4. Please describe your experience working with diverse groups of people (some examples might include non-traditional students, first-generation students, and underrepresented minorities).

NOTE: If your cumulative OSU GPA is below 2.75, upload with your application a letter of explanation addressing your plan to serve as an ambassador while maintaining or increasing your GPA.

For additional information please contact:

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