

# **Honors Ambassador**

## **Position Description**

**2019-2020**

The Honors Ambassadors represent the Honors Program and assist with recruitment events. The group members embody a diverse range of colleges, majors, and experiences, and act as a resource for prospective students and their families. Additionally, the Ambassadors support the University Honors Program community by participating in Honors events, volunteering when necessary.

## **Program Goals**

- Maximize the recruitment of a diverse and competitive prospective Honors student cohort
- Expand retention programming to prevent melt
- Create a recruitment process that will deliver a diverse and talented team and bring in new upperclassmen students to the Honors program
- Create meaningful learning opportunities for Ambassadors in areas related to leadership, public speaking, customer service, and other professional skills

## **Primary Responsibilities**

### **Prospective Student Year Round Recruitment**

- Be available to meet with prospective students and families during campus visits
- Participate in Phone-a-thons, webinars for admitted students, panels during open house and welcome day programs
- Contribute to the Honors Ambassador Blog and Honors Program social media accounts
- Answer emails via the Ambassador account

### **Honors Ambassador Recruitment**

- Implement the marketing and outreach for new Ambassador recruitment
- Participate in Ambassador candidate interviews
- Provide feedback related to prospective candidates to ensure the creation of a talented and diverse Ambassador team

### **Prospective Student Events**

All Ambassadors:

- Honors Welcome Days on March 28th-29th

Some Ambassadors:

- Preview Day (October 12)

- Northeastern general Welcome Days (March/April)
- Yield Admissions Webinars (various times)

#### **Other**

- Attend required Honors meetings in the Fall and Spring Semester
- Attend the required Honors Professional Development Sessions
- Participate in the Leadership LLC mentoring program

### **Expectations**

- Honors Ambassadors must feel comfortable speaking in front of large crowds and to people they are meeting for the first time.
- Honors Ambassadors should have the ability to set a positive tone for interaction, demonstrating respect for others' rights, feelings, lifestyles, and diverse backgrounds.
- Honors Ambassadors are expected to maintain "Good Standing" in the Honors Program by keeping their cumulative GPA above a 3.5
- Honors Ambassadors are expected to serve as role models by demonstrating good judgment and ethical behavior.
- While on campus (and/or in the Boston area for co-op), Ambassadors are expected to attend all Ambassador meetings and required professional development sessions, unless previously excused by Honors Program staff. Two unexcused absences will result in dismissal from the Ambassadors.

### **Self-Authored Integrated Learning**

Experiential and reflective learning is the primary focus of the Northeastern University Honors Program. As such, Honors Ambassadors will focus on learning outcomes related to the following SAIL Dimensions:

#### **Professional & Personal Effectiveness**

- Coaching/Mentoring
  - Upperclass ambassadors will be tasked with mentoring individual first-year Honors students in the Honors Leadership LLC.
- Networking
  - Successful Ambassadors will develop a network of peers, faculty, and staff to ensure prospective students and families will be put in contact with the resources they need.
- Time Management
  - As involved and high achieving students, Ambassadors must be able to manage the balance between academics, coop, involvement, and ambassador responsibilities.

- Organization
  - Ambassadors remain organized and on task while reaching out to many different perspective students and families at once. They must organize their thoughts and conversations in an appropriate manner to give prospective students and families the information they need.

### **Global Mindset**

- Cultural Agility
  - Ambassadors must understand and value cultural differences amongst all prospective students. Understanding that different backgrounds create different needs related to the college experience and highlighting Northeastern's role as a diverse, multicultural, and global institution is key to successful student recruitment.

### **Intellectual Agility**

- Integrative Thinking
  - Ambassadors will be responsible for creating blog posts and personal stories for the Honors Program website and social media. These posts will require students to highlight personal experiences and integrate them into learning outcomes related to the Northeastern experience.

### **Foundational Masteries**

- Intrapersonal Skills
  - Independence/Autonomy
  - Initiative
  - Perseverance/Resiliency
  - Resourcefulness
  - Self Efficacy/Confidence
- Interpersonal Skills
  - Collaboration/Teamwork
  - Communication
  - Leadership

Honors Ambassadors will use the SAIL app to record and reflect upon their personal growth in these and other relevant dimensions, and encourage incoming Honors students to do the same.