

Bears Lead Ambassador, Student Support and Opportunity Services: Bears Lead

Position Summary:

Bears Lead ambassadors assist the Bears Lead office in its mission to support the achievement and retention of Bears Lead students. This is performed through two primary responsibilities:

1. Assist with Bears Lead events, primarily monthly meetings.
2. Help promote Bears Lead programming to Bears Lead students.

Supervision:

Reports to the Bears Lead Ambassador advisor

Primary Responsibilities:

- Maintain a safe and welcoming environment for students
- Help manage Bears Lead GroupMe accounts
- Assist with Bears Lead events, primarily monthly meetings (this will be accomplished during bi-weekly ambassador meetings and office hours, not on the ambassador's own time)
 - Collaboratively plan events with other ambassadors and Bears Lead staff
 - Contribute to the organization of events, for example: contacting guest speakers, ordering food, organizing seating charts, preparing materials etc.
 - Help facilitate Bears Lead events, for example: setting up the space, serving food, leading announcements and activities, introducing guest speakers, directing attendees etc.
 - Facilitate group activities at monthly meetings, making an effort to include all attendees and increase their sense of belonging and mattering
 - Contribute to the promotion of Bears Lead events, for example: creating social media posts, sending calendar events and reminders, creating and distributing promotional materials etc.

Other Responsibilities:

- Attend bi-weekly ambassador meetings
- Complete office hours in the Bears Lead office (LIBR 109) as needed

Required Qualifications:

- Be a current undergraduate or graduate student enrolled at Missouri State University
- Have participated in Bears Lead for at least one year
- Be within good academic standing with the university and maintain a cumulative GPA of 2.5 or higher
- A desire to contribute to the success of other students and the Bears Lead community
- Strong interpersonal skills, a warm and non-judgmental attitude
- Responsibility and reliability
- Able to attend ambassador training, bi-weekly ambassador meetings and Bears Lead monthly meetings

Preferred Qualifications:

- Excellent oral and written communication skills and comfortability presenting to groups
- Strong organizational skills and attention to detail
- Ability to work both independently and collaboratively with students, faculty and staff
- Proficiency with Microsoft Office
- Experience working with first generation, low-income students
- Experience working with students in an academic setting
- Experience in website management, social media, and/or graphic design (Canva)
- Knowledge of university policies and procedures
- Programming and event coordinating experience

Benefits:

- Bookstore stipend
- Personal and professional development
- Impact upon your colleagues, Bears Lead members, community and campus

Timeline:

- Application opens: January 20th
- Application closes: February 14th
- Interviews: week of February 24th
- Final decisions: by March 7th

To Apply:

Complete the Bears Lead Ambassador application. Be sure to include your current resume.

Questions or Concerns

Alaina Smith, Assistant Director, Access and Success Programs

Email: alainasmith@missouristate.edu.