



## Grinnell College

### Student Job Description

#### Job Details

**Job Title:** Ambassador (10-12)

**Department:** Office of Development &  
Alumni Relations

**ID:** ST-DEVAR-003

**Date Completed:** 2/22/19

**Supervisor Title:** Associate Director of  
Alumni and Donor Relations for  
Reunion and Awards Programs

**Pay Grade:** II (\$8.50/hr) or III (\$9.00/hr),  
depending on level of experience  
(as determined by policy manual)

#### Position Description

Ambassadors are assigned as assistants to each class and will work directly with that class to ensure their Reunion experience is a positive and successful one. Duties may include attending class events and programs, assisting with room decorating and/or set up, getting ice or other supplies for lounge parties, running errands for the class, and many other duties as assigned. Ambassadors, collectively, are responsible for decorating and staffing the Reunion Waltz and Harris Party.

This position supervises other students.

**Supervision Description:** N/A

#### Qualifications and Professional Development

**Qualifications:**

This position requires someone who is outgoing, flexible, responsible, and who can work independently. Ambassadors are often asked to attend semi-formal events with the class, so this position requires the student who have appropriate clothing for these events.

**Specific Skills Acquired/Developed:** Communication; Working autonomously; Interaction skills; Time management; Team work; Organization skills

**Transferable Skills:** Ability to work in a team structure, Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems

#### Schedule and Location

**Location (physical address):** Various on campus

**Schedule:** Students holding the position of Reunion Ambassador can sign up for three possible work pools:

1. Wednesday, May 22-Wednesday, June 5
2. Wednesday, May 22-Sunday, June 2
3. Tuesday, May 28-Sunday, June 2

Depending on the work pool they choose, Reunion Ambassadors may assist other teams in the week prior to or the week after Reunion. Reunion Assistants will work an average of 40 or more hours per week throughout the Reunion process.

All Reunion student staff are required to attend a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

### Physical and Cognitive Requirements

**Physical:** sit; stand; walk; use hands to finger, handle or feel; talk or hear; light physical activity, some limited heavy physical activity.

**Cognitive:** Effective communication skills; Establishing effective interpersonal relationships; Adjusting to change; Planning and Organizing; Working under time pressure and within timelines/deadlines; Coordinating work with others, Maintaining attention to detail

### Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with Senior Staff supervisor.

### Application Instructions

**Position Availability:** Positions are available for summer 2019.

**When to Apply:** Applications are accepted until Tuesday, April 2.

### FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

### Working with Minors

- Has contact with minors while performing duties.