



Grinnell College

Student Job Description

Job Details

Job Title: Ambassador Coordinator (2)

Department: Office of Development & Alumni Relations

ID: ST-DEVAR-010

Date Completed: 2/22/19

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

Pay Grade: IV (\$9.50/hr)
(as determined by policy manual)

Position Description

The Ambassador Coordinators will administer and manage the Reunion Ambassador Program at Reunion. This program places a student worker with each class or cluster to help the class navigate their specific events and programs. The Ambassador Coordinators will organize and manage this program and the Reunion Ambassadors. They will also coordinate and facilitate the Reunion Waltz and the All-Reunion Dance which includes decorating, setting up the venue, and hosting the event along with the entire Ambassador Team.

One Ambassador Coordinator will be hired as the Lead Coordinator and the other as the Assistant Ambassador Coordinator. The Coordinator will act as Reunion Team Lead for one overnight shift. During this overnight shift, this Senior Staff member will be on call from 11PM-8AM and will take care of all guest needs that arise during this time. This may include meeting guests who arrive late, or responding to requests for information from guests or Campus Security.

The Ambassador Coordinators are members of the Reunion Senior Staff Team.

This position supervises other students.

Supervision Description: The Ambassador Coordinators supervise the Reunion Ambassador Team which includes 10-12 individual Reunion Ambassadors. They train the team, prep each ambassador on the specific needs for the class(es) they will be serving, act as a resource for their team, and offer support when needed.

Qualifications and Professional Development

Qualifications:

The ideal candidate will be outgoing, organized, articulate, and able to balance several projects at once. This person also must have prior leadership experience.

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

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; Ability to plan, organize and prioritize work

Schedule and Location

Location (physical address): Old Glove Factory (OGF) the week prior to and after Reunion. Joe Rosenfield '25 Center during Reunion and other locations, as needed on campus during Reunion.

Schedule: These positions are required to work beginning Tuesday, May 21 through Wednesday, June 5. The Ambassador coordinator is expected to work 8-12 hour days during Reunion and 8 hour days in the days prior to and after Reunion.

There will be 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; work; use hands to finger, handle or feel; talk or hear; light to moderate physical activity

Cognitive: Analyzing information; Effective communication skills; Planning and organizing; Adjusting to change; Coordinating work with others; Handling multiple assignments and priorities; Concentrating - maintaining attention to detail.

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with the Associate Director of Alumni and Donor Relations for Reunion and Awards.

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.