



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Title: Graduate Student Ambassador

Department: The Graduate School

Reports to: Associate Provost and Dean of the Graduate School

Purpose of the Position:

The Graduate Student Ambassador will serve as a liaison for all academic departments and student organizations. Ambassadors will also serve as a resource to prospective and admitted graduate students.

Primary Duties and Responsibilities:

Ambassadors will be appointed for one year and dedicate approximately 10 hours per week to their position. The following specific duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted, and assigned based on supervisor discretion and institutional needs.

- Assist with graduate student outreach, recruitment, and admissions efforts
- Develop innovative communication strategies for distant learners, prospective students, and current students
- Assist with planning and implementation of social events and social media communication (Facebook, Twitter, LinkedIn, etc.). Serve as a member of the Graduate Student Advisory Council and provide insight on how to better serve the graduate student population
- Conduct tours for prospective students and attend recruitment events
- All other duties as assigned by Associate Provost and Dean of the Graduate School

Required Qualifications:

- Graduate student for at least one year (preferred)
- Must be a degree-seeking student
- Minimum GPA of 3.2
- Demonstrated ability to relate to under-represented populations of graduate students
- Excellent organizational and cross-cultural communication skills
- Evidence of excellent presentation skills

Award:

\$1500 Scholarship, Research Grant or Travel Grant awarded in Fall and Spring

Application:

Interested candidates must submit a cover letter expressing interest in the position and documenting qualifications, a current resume or CV, and names, addresses, email addresses, and daytime phone numbers of three professional references. For full consideration, submit application materials to kenyetta.martin988@topper.wku.edu on or before **April 11, 2014**.

The Spirit Makes the Master

The Graduate School | Western Kentucky University | 1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010

phone: 270-745-2446 | **fax:** 270-745-6950 | **email:** graduate.studies@wku.edu | **web:** www.wku.edu/graduate

Equal Education and Employment Opportunity | Printing paid from state funds KRS 57.375 | Hearing Impaired Only: 270-745-5389



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745- 5121, a minimum of five working days in advance.

The Spirit Makes the Master

The Graduate School | Western Kentucky University | 1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010

phone: 270-745-2446 | **fax:** 270-745-6950 | **email:** graduate.studies@wku.edu | **web:** www.wku.edu/graduate

Equal Education and Employment Opportunity | Printing paid from state funds KRS 57.375 | Hearing Impaired Only: 270-745-5389