COMMUTER STUDENT AMBASSADOR
POSITION DESCRIPTION

Commuter Student Ambassadors assist in the implementation of new student transition programs designed to meet the needs of WKU’s commuter students. During the commuter student Welcome Program and M.A.S.T.E.R. Plan Commuter Program, Commuter Student Ambassadors work to meet the needs of new commuter students by serving as peer mentors: fostering a sense of community among program participants, educating participants about campus resources, and connecting participants to the University, WKU faculty, staff, and administrators.

Commuter Student Ambassadors are enthusiastic; they exude the Western Spirit, and engage others in the excitement of being at WKU and attending the commuter student Welcome Program and MPC. Commuter Student Ambassadors are knowledgeable; they provide new commuter students with information regarding campus services, departments, and resources, and strive to get new commuter students connected to the University and the student body. Commuter Student Ambassadors are team players; they are frequently required to cooperate and communicate to successfully manage challenging situations and make decisions, and support and appreciate one another. Commuter Student Ambassadors are resourceful; they adapt to changing circumstances, think quickly on their feet, and are always willing and ready to take on additional tasks and accept new responsibilities to ensure the success of the commuter student Welcome Program and MPC.

Commuter Student Ambassadors assist with the implementation of the commuter student Welcome Program and MPC; Western Leaders assist with the implementation of M.A.S.T.E.R. Plan. While the responsibilities of these positions differ, they complement each other. Commuter Student Ambassadors and Western Leaders are equally committed to ensuring the success of WKU’s new student transition programs and work together to ensure a positive orientation experience for all new students attending WKU.

Commuter Student Ambassadors
Role Description
The minimum expectations and responsibilities for Commuter Student Ambassadors include:

1. Attend and actively participate in the Commuter Student Ambassador training (tentatively scheduled Friday, August 14th-Saturday, August 15th).
2. Serve as a role model for new commuter students by adhering to all University policies and state and federal laws, and exhibiting responsibility and high levels of maturity.
3. Establish and maintain mentoring relationships with new commuter students participating in the commuter student Welcome Program and M.A.S.T.E.R. Plan Commuter Program (MPC).
a. Engage new commuter students in program activities (i.e. informational sessions, educational workshops, special events, and social events).
b. Facilitate teambuilding activities and fun games; lead cheers, as well as the Fight Song.
c. Create opportunities for commuter students to interact with one another and form connections.
d. Accompany Family Cluster (comprised of 10-15 new commuter students) to, and attend all educational sessions, special events, and nightly social activities.
e. Foster a welcoming, comfortable environment for all Family Cluster members in which diversity is celebrated, in all its forms, and intolerance and hate are addressed.
f. Facilitate discussions of session and workshop content with Family Cluster.
g. Be attuned to commuter student transitional issues (i.e. anxiety). Exercise excellent listening and helping skills in counseling situations; provide referrals to Counseling and Testing when needed.
h. Assist in the handling of emergency and/or crisis situations.
i. Maintain confidentiality.
j. Maintain contact with Family Cluster group members throughout academic year; help them achieve academic and social goals. Actively engage Family Cluster members at organized Family Cluster “reunions.”

4. Display initiative in assisting new commuter students with special needs and concerns. Provide referrals to new students and parents.
5. Encourage new commuter students to fully participate in the University environment.
7. Additional duties as assigned.

Qualifications

The minimum qualifications for Commuter Student Ambassadors include:

1. At least second-year student standing (only rising sophomores, juniors, and seniors are eligible to apply).
2. Minimum 2.0 cumulative G.P.A. (at time position is offered and throughout time of service).
3. Good judicial standing with the Office of Judicial Affairs.
4. Be reliable, responsible, confident, flexible, willing to help, and an effective communicator focused on building teamwork and fostering mentoring relationships.
5. Relate well to students, parents, family members, faculty, staff, and administrators.
6. Demonstrate a desire to learn about Western Kentucky University, its traditions, regulations, people, and programs.

Benefits

The benefits for all Commuter Student Ambassadors include:

1. Opportunity to enhance interpersonal, communication, and teamwork skills, increase knowledge of campus resources, connect with University faculty, staff, and administrators, increase self-confidence, and serve incoming students, as well as give back to the University.
2. Opportunity to serve as a role model while assisting in the orientation, transition, and retention of new commuter students.
3. Commuter Student Ambassador apparel and gear.
Time Commitment
The 2015 Commuter Student Ambassador position begins TENTATIVELY on Friday, August 14th and ends on Monday, August 17th, 2015. Please note that the beginning date is subject to change. Listed below are dates and events Commuter Student Ambassadors are required to attend. Specific dates are mentioned where applicable.

1. Training (Friday, August 14th-Saturday, August 15th) is mandatory. The commuter student Welcome Program is scheduled to take place on Sunday, August 16th from 4-8pm, followed by M.A.S.T.E.R. Plan Convocation and Class of 2019 Photo (8-10pm) and Kick-off Social (10pm-12am). The M.A.S.T.E.R. Plan Commuter Program will begin on Monday, August 17th at 7am and end Monday night at midnight.

2. Commuter Student Ambassadors will be assigned specific tasks that may require arriving early and staying late. Breaks will be scheduled but may be rescheduled to accommodate changes in the schedule.

3. Commuter Student Ambassadors are required to clear their schedules and refrain from participating in other activities Friday, August 14th-Monday, August 17th, due to the training and implementation schedule of the commuter student Welcome Program and M.A.S.T.E.R. Plan Commuter Program.