Job Description for Groups Student Ambassadors

Groups Student Ambassadors serve as program representatives of the Groups Scholars Program at Indiana University. Ambassadors act as peer mentors and are essential in the recruitment and retention of incoming Groups freshmen. Each Ambassador must be a full-time student in good academic standing. Ambassadors should possess outstanding leadership skills and have a general knowledge of the Groups Scholars Program. They should be sensitive to the needs of Groups students and seek to inspire others as they strive to be role models at Indiana University and within the broader community.

The responsibilities of Groups Student Ambassadors include:

1. Recruitment
   • Ambassadors will participate in activities structured to increase the retention of Groups freshmen once they are admitted to the program. Activities include, but are not limited to:
     • Writing personalized letters to incoming students.
     • Participating in call-a-thons to make personal contact with and answer the questions of incoming students.
     • Returning to one’s hometown to recruit at former high school and within the community.

2. Groups Representative
   • Ambassadors will serve as a representative of the Groups Scholars Program during workshops, conferences, and campus visits. They will interact with prospective students, parents, and administrators to provide them with information regarding the Groups Scholars Program and their personal experiences.

3. Programming
   • Ambassadors will plan, organize, and execute programming to build community among all Groups students at IU. Collectively, the Ambassadors will produce a minimum of one program per semester. Ambassadors will be expected to collaborate with other offices on campus (i.e., the Hudson & Holland Scholars and the 21st Century Scholars) to enhance the sense of togetherness and unity on campus. Examples of programming include, but are not limited to:
     • Community service projects.
     • Groups’ Day at sporting events on campus.
     • Workshops and programs geared towards personal/professional development, physical/mental health and wellness, or leisure/entertainment.

4. Social Media (currently Twitter)
   • Ambassadors will manage the IU Groups Student Ambassadors’ accounts. Management of accounts will include:
     • Checking and posting appropriate content on Twitter/Facebook/Instagram accounts regularly.
     • Connecting with prospective students via Groups Student Ambassador accounts.
     • Informing prospective students of upcoming deadlines and events.