



MBS Ambassador

Student Special Project Assistant IV

Pay Rate: \$14.20/hr

General Description

MBS Ambassadors are student representatives of the Maine Business School who engage with prospective and current students, faculty, staff, alumni, Advisory Board members, and the community. Our Ambassadors are friendly and outgoing students who are excited to share their positive experiences at MBS and UMaine with others. Many of the events our MBS Ambassadors help with our recruitment events, so public speaking skills are paramount to this position. MBS Ambassadors report to the **Marketing & Communications Manager** at the Maine Business School.

Duties

- Represent the Maine Business School at key recruitment events such as open houses, accepted student days, campus tours, new student orientation, or related events.
 - Provide information and guidance to prospective students, parents, and families.
- Work on MBS events, professional development programs, and events at our Business Living Learning Community in Somerset Hall.
- Serve as student representatives on the Dean's Student Advisory Board, acting as a liaison between the MBS student body and senior administrators within the College.
- Attend training sessions outside of class time to gain skills, experience, or other insights necessary to complete the duties and responsibilities of this position.
- Performs other duties of a similar nature or level.

Additional Requirements

- Be an MBS student.
- A proven talent to work in a team environment.
- Excellent interpersonal, written, and verbal communication skills.
- Be highly motivated to assist with and participate in events or projects.
- May be required to travel as part of outreach programs.
- Must sign a photo release form.

The description above reflects the general duties and requirements considered necessary to perform the principal functions of the job and shall not be considered a comprehensive description of all work requirements which may be inherent to the position.

Maine Business School's Commitment to Diversity

The Maine Business School believes that supporting, respecting, and appreciating diverse perspectives and experiences strengthens our community, challenges our assumptions, and yields better decision making in business and in life. We are committed to ensuring that all members of the MBS community feel welcomed, heard, and engaged. (adopted by the faculty in fall 2020)