OFFICE OF STUDENT TRANSITION OPPORTUNITY
CANDIDATE PROFILE- SUMMER/FALL/WINTER 2018/2019
ORIENTATION AND OUTREACH AMBASSADOR

CONTRACT PERIOD: Orientation and Outreach Ambassadors will have the opportunity to participate in the Office of Student Transition experiences beginning from the summer term. Ambassadors will have the option to continue through the fall/winter term in September.

FOR CO-CURRICULAR RECOGNITION:

For approval of this opportunity on the CCR, the following criteria must be met. CCR recognition is available in three levels, to reflect the commitment level given by the student;

- Bronze: hours of active participation, totaling 20-40 hours of time;
- Silver: hours of active participation, totaling 41 to 59 hours of time;
- Gold: hours of active participation, totaling 60 hours of time or more.

REPORT TO: The Orientation and Outreach Ambassadors will report to the Office of Student Transition at the University of Toronto Mississauga, and indirectly to the Student Success Coordinator, Orientation and Outreach Programs. The Student Success Coordinator along with the Orientation and Outreach Team Leaders will provide training, support, and assistance in their role.

POSITION SUMMARY:

Orientation and Outreach Ambassadors receive training and support from a team of professional and peer staff in the Office of Student Transition. Students who successfully fulfill the Orientation and Outreach Ambassador opportunity will receive recognition on the co-curricular record for their time commitment and skill development. Successful completion will be advantageous to candidates who apply to the OST for employment positions in future years.

Orientation and Outreach Ambassadors are a group of upper-year students, who assist in engaging UTM students in OST orientation & outreach initiatives to support students in various stages of transition at UTM. Orientation and Outreach Ambassadors will act as a resource for students and will have the following opportunities available to them:

- Participation in professional development workshops
- Participation in orientation & outreach ambassador team meetings
- Participation in one-on-one meetings with an Orientation and Outreach Team Leader
- Attendance in Student Leader Training 1 day in May and .5 day in late August
- Participation in at least one orientation and outreach ambassador experience team: recognition, project-management, communications & marketing, outreach, hiring & training, and growth & development.
- Assistance at OST orientation initiatives
- Assistance at Engaging Faculty Events
- Assistance at large OST events such as: Exam Jam, Fall Campus Day, Spring Open-House, etc.

REQUIRED SKILLS:

- Student of UTM in good academic standing;
- Cross-cultural awareness;
- High commitment to ethics and professionalism;
- Ability to work independently and as a member of a team;
- Accountability and reliability;
- Strong oral and written communication;
- Sound judgment and problem-solving abilities;
- Excellent time management;
- Familiarity with social media and virtual communication methods; and
- Knowledge of the campus and its resources.