



Position Title: Global Learning Ambassador Team Lead
Department: University of Calgary International – Global Learning
Time Commitment: 10 hours per week (approximately)
Number of Positions: 2
Length of Position: September 2024 to April 2025 (Fall 2024 & Winter 2025 semesters)

This is a competitive student leadership opportunity for University of Calgary students.

APPLICATION PROCESS

Applications are submitted online through the Better Impact university volunteer management system, found at: <https://btr.im/1fr4g>

The UCalgary Global Learning Program Assistant position receives an honorarium of \$1,000 per semester.

Application deadline is Sunday July 7, 2024 at 11:59pm MST

POSITION DESCRIPTION

Based out of University of Calgary International – Global Learning, the **Ambassador Team Leads** are student team leaders for Global Learning promotional activities. Team Leads will assist in organizing events and activities that promote participation in global learning opportunities and will lead student volunteers in these efforts (volunteers are primarily the year-long Global Learning Ambassadors team, also called “Ambassadors”, but may also include one-time volunteers who are called in for support as needed). Team Leads will be supervised by a Global Learning Advisor, but will work closely with all staff in UCalgary International – Global Learning.

TASKS AND RESPONSIBILITIES

Each Team Lead will be given their own portfolio and greater responsibilities on certain portfolio areas – support these projects. They are ultimately a collaborative unit and will be expected to work closely together.

Team Lead: Promotions and Events Portfolio

- Assist with the development, set-up, and execution of major events such as Orientation (September), the Go Global Day fair (September), and as well as smaller faculty-specific global learning events held throughout the year.
- Coordinate all aspects of promotional classroom visits each term including scheduling visits with professors, and training and scheduling Ambassadors.

- Coordinate monthly display tables around campus promoting global learning opportunities, including scheduling and booking tables, designing displays, and training and scheduling Ambassadors or one-time volunteers to monitor the tables;
- Create and update content on a monthly basis for the Global Learning display case in MacEwan Student Centre, and delegate Ambassadors to help produce content as necessary;
- Create and update content twice per semester for the Global Learning display board in Science Theatres, and delegate Ambassadors to help produce content as necessary.
- Assist with the implementation of the International Video Contest (October-November) and the International Photo Contest (January-February), including identifying contest timelines, creating a marketing and submission plan, soliciting prize donations from internal and external organizations, coordinating Ambassadors and one-time volunteers for display making and event sign-up, and supervising the on-campus photo display.

Team Lead: Community Engagement Portfolio

- Assist with the development and execution of monthly activities (including social, educational, and pre-departure training activities) for students who have applied or been accepted to global learning programs, and train Ambassadors to help facilitate activities;
- Assist with the creation of a virtual community for students who are currently abroad, including monitoring discussions, answering questions, and facilitating online activities;
- Facilitate alumni engagement activities in the Mentorlink platform;
- Collaborate with the UCalgary International – Global Learning co-op student on social media, including content creation, scheduling, and posting, and helping monitor social media platforms;
- Connect with the campus community and incoming exchange students to develop content related to global learning, such as photo and vid

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- Build valuable networks by liaising with student and university groups;
- Work in a professional setting with likeminded individuals;
- Be immersed within a diverse group of staff and students at the University of Calgary;
- Receive formal and informal mentorship from your supervising Global Learning Advisor and other UCalgary International staff;
- Become a mentor for Global Learning Ambassadors supporting your Team Lead portfolio and areas of expertise;
- Flexible hours that work with your class schedule;
- Receive an official certificate of participation, as well as guidance for adding this role to your resume if desired;
- Receive an honorarium of \$1,000 per semester;
- Access to on-campus;

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- Tuesday November 5 (4:00-6:00 pm)
- Tuesday December 3 (4:00-6:00 pm)
- Tuesday January 14 (4:00-6:00 pm)
- Tuesday February 4 (4:00-6:00 pm)
- Tuesday March 4 (4:00-6:00 pm)
- Tuesday April 1 (4:00-6:00 pm)
- Log hours contributed on a weekly basis
- Work as a team with other Team Leads, the Global Learning Ambassadors, and UCalgary International staff

QUALIFICATIONS

- Must be a current University of Calgary degree-seeking student in good academic standing
- Interest and/or experience in marketing and promotion
- Good written and verbal communication and interpersonal abilities
- Familiarity with communications practices in social media, writing promotional articles and graphic design is an asset
- Strong time management skills
- Global Learning experience through a UCalgary International Exchange, Group Study Program, or other global learning program is an asset
- Prior participation as a Global Learning Ambassador is an asset
- Sensitivity to the different needs of various groups of students
- Creativity and initiative is valued
- Must be comfortable with, or willing to develop, skills in public speaking and cold-calling
- Flexibility of schedule is an asset

CONDUCT STATEMENT

This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office.

Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca.

Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

Reminder: The application deadline is Sunday July 7, 2024 at 11:59pm MST

To apply, please submit an online application using the link at the top of the first page. All applicants will be contacted following the deadline, with selected applicants offered an individual interview.

If you have any questions about this position, do not hesitate to reach out to