



Student Assistant Position

Title: Global Ambassador Team Leader

Job Category: Student

Position Description: The Global Ambassador (GA) Team Leader will work directly within the Office of Global Education (GE). The GA Team Leader will work with GE staff to plan, promote and implement events and programs that foster global education and community at Kennesaw State University (KSU). The GA Team Leader will serve the students at KSU, while mentoring Global Ambassadors (GA) and KSU students in their desire to become more globally focused and culturally competent individuals. A passion for interacting with and supporting fellow students is very important in this position. Students with international experience will be given priority for this role.

The Global Ambassador Team Leader has the opportunity to gain transferrable skills in global and competencies, along with event planning, leadership, marketing, and mentoring/ advising. A willingness to learn about new cultures and customs is imperative to be successful in this role.

Responsibilities

Administrative/Leadership - 45%

- Check work email and other messaging systems regularly (multiple times a day if events are taking place)
- Facilitate and engage in GA Team Meetings
- Organize and maintain the GA calendar, tabling assignments, monthly meetings, and reservations, keeping the staff program manager up to date on plans
- Coordinate marketing and event opportunities around student availability
- Identify training/professional development needs of the team and share them with the Program Manager
- Remain professional when addressing conflicts or challenges within or external to the GA Team
- Track GA hours
- Attend all one-on-one meetings with their supervisor (Program Manager)
- Assist with office projects as assigned by any professional GE staff member
- Provide general office support as needed

Event Planning, Promotion, and Support - 35%

- Work with the GE and GA teams to implement events for the KSU community, including “Year Of” country-focused programming
- Collaborate with the GE staff to develop and implement marketing and promotion for all events (tabling, social media, etc.)
- Plan and promote events in adherence with KSU policies and procedures
- Connect with RSO’s to promote GE events
- Work with the GE staff to assess and evaluate events

Student Support and Recruitment – 15%

- Mentor Global Ambassador volunteers as they market programs and engage with the student body
- Recruit and actively engage prospective students for GA and student assistant roles
- Oversee and implement the GA recognition program
- Help maintain a welcoming and clean office environment that encourages students to visit

Professional Development – 5%

- Attend all required training for professional development
- Actively participate in GE programs
- Participate in a quarterly, reflective evaluation with their supervisor, to support their professional development, addressing leadership strengths and challenges along with opportunities for personal and professional growth during the duration of the position

Candidates for this role

Students who will enjoy this job bring the following to the role:

- Familiarity with the KSU campuses
- The willingness to learn and grow as a student leader working with a team
- The ability to lead and support others effectively
- A self-starter mentality that demonstrates initiative and the ability to be self-directed
- The enjoyment of working in an energetic, collaborative and fun environment

They also meet the following qualifications for the position:

- Registered as full-time (minimum 12 credit hours) undergraduate students at KSU with a minimum 2.5 cumulative and term KSU GPA, when applying for and while in the position
- Must have completed at least one academic year as a KSU student
- Ability to work 15-20 hours per week during the fall and spring semesters. Tasks may vary throughout each week. Please note that this position pays \$12 per hour.