The mission of the Center for Career Development (CCD) is to support students through the choice of major and the career decision-making process. The CCD partners with students on self-assessment, major and career exploration, and the development of internship, graduate school and job search strategies.

The Educational Resource Center (ERC) seeks to establish student-lead efforts across campus to offer academic support resources and programming in an environment that showcases and fosters student leadership and peer-to-peer mentoring.

The Student Ambassador is responsible for supporting CCD and ERC efforts to raise awareness of the centers’ programs and resources among all members of the Boston University community.

Ambassadors must be strong public speakers and will regularly present “Introduction to the CCD and ERC” programs as well as academic and career-related workshops to students, classes and special groups within the Boston University community.

Ambassadors will be knowledgeable about the CCD and ERC and their resources and will keep current on the centers’ ongoing events. Ambassadors will contribute to the CCD’s and ERC’s participation in annual events such as Open Houses and Summer and Winter Orientation programs.

All Ambassadors will be trained to provide support to both offices but may also be trained in “specialty areas” specific to one office or the other.

Specialized Ambassador responsibilities for the ERC include helping to identify, recruit, and train ERC representatives from various schools and colleges in order to establish student-staffed academic support resources, including peer-mentoring initiatives. Ambassadors will also maintain a nexus between the undergraduate population and the ERC at each college.

Specialized Ambassadors for the CCD must have superior writing and grammar skills and may provide resume and cover letter critiques to undergraduates, graduate students, and alumni. If not focused on resume and cover letter critiques the Ambassadors may facilitate student engagement programming, particularly to freshmen.
The Student Ambassador position is a highly visible role in a flagship student services space. Ambassadors must possess the ability to inspire a sense of team, community and enthusiasm. They must welcome professional development and be able to accurately execute instructions and inform campus constituents. Familiarity with the Boston University culture is highly desirable. It’s critical that Ambassadors have the ability to connect and work with diverse constituents and exercise professionalism and diplomacy.

Students Ambassadors can expect to hone their skills in:
Outreach and Engagement
Community Building
Developing Relationships
Oral Presentation
Writing and Editing
Mentoring
Listening and Providing Support
Identifying Resources

**Essential Functions**
1. Help support CCD and ERC efforts to reach out to the BU community through presentations about the centers’ and their resources.
2. Provide “specialized” support including career development engagement, staffing resume and cover letter critique hours (CCD) or efforts to recruit and train students interested in fulfilling peer mentoring roles in their own schools and colleges (ERC).
3. Coordinate and run workshops in highly visible programming space.
4. Contribute to publicity efforts for ERC and CCD programs and events.