MUGAR ORIENTATION AMBASSADOR JOB DESCRIPTION

OVERVIEW
Mugar Orientation Amabassadors (MOAs) will educate and connect new members of the BU community with collections, services, and facilities of BU Libraries. MOAs will welcome incoming students at Orientation and exemplify the role libraries play in academic and student life. The position requires excellent communication, interpersonal, time-management, team-building, and leadership skills, as well as a demonstrated understanding of and commitment to the mission of BU Libraries.

RESPONSIBILITIES
• Staff information table in the GSU Link during Orientation and provide information about BU Libraries to new students and their families.
• Contextualize the purpose of the library in contemporary research universities, and at BU specifically.
• Represent BU Libraries during Orientation activities; engage in peer education on subjects including information literacy, open access, free speech, and more.
• Identify and recommend ways that incoming students can utilize library collections and services to boost their academic performance and student experience.
• MOAs will be trained to become a Common Ground Facilitator during Orientation sessions. Facilitators guide students through an interactive exploration of Boston, while helping students engage with one another through teambuilding exercises in order to learn that challenges may be overcome by discussing Howard Thurman’s philosophy of Common Ground.
• Contribute to BU Library’s social media content on Facebook, Twitter, and Instagram
• Participate in pre- and post-session meetings with library orientation coordinator(s)
• Work in various library departments on days without scheduled Orientation Activities

QUALIFICATIONS
MOA positions only available to current sophomores and juniors
Transfer students, including intra-University transfers, must have completed one full semester at BU before applying to be a MA.

DATES OF EMPLOYMENT
Tuesday, May 14 – Sunday, September 1, 2019
As a condition of employment and benefit for the University, Mugar Ambassadors will be provided housing from Monday, May 20 – Thursday, August 29, 2019, as long as they remain in good academic, judicial, and financial standing with Boston University.

TRAINING SESSIONS

**March 29-30, 2019**  Weekend Retreat, Off Campus  5 pm Friday – 11 pm

**April 14, 2019**  Common Ground & Communication Training  9 am – 1 pm; 4 – 9 pm

**May 21-24, 2019**  Summer Training, Week 1  8 am – 5 pm; 6 – 9 pm

**May 28-31, 2019**  Summer Training, Week 2  8 am – 5 pm

**August 21, 2019**  Refresher Training  11 am – 5 pm

ACADEMIC UNIVERSITY ORIENTATION SESSIONS

June 5-7, 2019  Session 1
June 12-14, 2019  Session 2
June 19-21, 2019  Session 3
June 26-28, 2019  Session 4
July 10-12, 2019  Session 5
August 28-30, 2019  Session 6

ADDITIONAL REQUIRED DATES

September 1, 2019  Orientation for International Students

COMPENSATION

Training ........................................................................ starts at $12 per hour
Session...............................................................................starts at $12 per hour

Please note that earnings are subject to federal and state income taxes.

Variation in hours depends on the number of sessions worked, which will be determined at the discretion of the Director and based upon the number of students attending each session.

Position is also sick time eligible, unless the student has work-study during the summer.

Ambassadors take vacation between the end of Session 5 and Refresher Training on August 21, 2019.

OTHER THINGS TO NOTE ABOUT THE POSITION

- Mugar Orientation Ambassadors will be provided meals during training and University Orientation Sessions.
- It is expected that Ambassador’s first priority is their responsibility to Orientation. Mugar Ambassadors may not hold another concurrent job on campus. Outside commitments must not interfere with any of the aforementioned responsibilities and dates.