



BRUMLEY-GRAD AMBASSADORS

“Bestowing Guidance & Assistance”

Lead Ambassador Job Description

The Lead Brumley-GRAD Ambassador (Lead Ambassador) demonstrates an exemplary work ethic and strong commitment to the success of the Brumley-GRAD Ambassador Program. He or she has a clear understanding of the mission and objectives of the Brumley-GRAD Ambassador Program. The Lead Ambassador embodies strong leadership and interpersonal skills, as well as a strong record of academic achievement.

Lead Ambassadors serve as a role model, peer advisor, and referral resource to Brumley-GRAD Scholars and fellow Ambassadors. They assist in the planning and coordination of the Brumley-GRAD Ambassador Program, and Project GRAD Atlanta events where Ambassadors are required to attend. He or she serves as an advocate for Brumley-GRAD Ambassadors and as a liaison between the Brumley-GRAD Ambassadors and the Scholar Support Staff of Project GRAD Atlanta.

Qualifications:

- Ability to serve as a positive role-model and peer leader for Brumley-GRAD Scholars and fellow Ambassadors
- Strong professional demeanor
- Sound organization skills
- An enthusiastic and positive attitude
- Strong leadership and managerial skills
- Ability to work independently or with a group and foster a high performing team environment
- Ability to effectively communicate with Brumley-GRAD Scholars, fellow Brumley-GRAD Ambassadors, Project-GRAD Atlanta staff, and university/college staff, etc.
- A genuine desire to assist fellow Scholars in succeeding, as well as a strong commitment in fostering leadership growth among Brumley-GRAD Ambassadors
- Ability to effectively serve in dual roles as both an Ambassador and Lead Ambassador
- Ability to follow-up and complete tasks in a timely manner
- Ability to handle multiple projects
- Very knowledgeable of Project-GRAD Atlanta’s mission as well as the initiatives of its Scholar Support component
- Very knowledgeable about issues faced by college students
- Very knowledgeable about typical university/college resources that aid in Scholars’ academic, social, and physical well-being
- Ability to lead a team and foster a strong team ethic for team members not housed in one location

Rewards:

- Opportunity to enhance interpersonal skills
- Opportunity to strengthen programming, planning, and coordination skills
- Opportunity to enhance communication and public speaking skills
- Opportunity to meet and network with college/university personnel; faculty, staff, and administrators
- Opportunity to foster peer-to-peer relationships among Brumley-GRAD Scholars
- Opportunity to foster a team work ethic among Brumley-GRAD Ambassadors
- Opportunity to make a lasting difference for Brumley-GRAD Scholars
- Opportunity to impact the leadership growth of Brumley-GRAD Ambassadors
- Opportunity to develop great leadership and resume’-building skills
- Opportunity to strengthen collaboration skills, team building skills, etc.
- Opportunity to lead a team toward a particular mission or goal
- Opportunity to demonstrate invaluable leadership in a student organization
- Opportunity to hone in on managerial skills
- Opportunity to receive letters of recommendation for graduate school, employment, etc.
- A marginally higher pay for service, each academic term appointed, than of the Ambassador stipend
- Special recognition at relevant Project GRAD and Brumley-GRAD Ambassador events

Requirements:

- Have completed at least two consecutive academic years on a college campus, with plans to serve a third academic year at time of appointment as Lead Ambassador
- Currently in good standing at his/her their institution
- Posses a cumulative GPA of 2.8 or higher at the time of application, submission, and during tenure as Lead Ambassador
- Have attended two, full one-day summer Ambassador training sessions (conducted by Project GRAD Atlanta staff) by the summer prior to the academic term appointed
- Be affiliated with at least two other campus-based student organizations
- Be a full-time student at the time of appointment and throughout tenure as Lead Ambassador

Selection Process

Interested and qualified Ambassadors will participate in a two-round selection process:

- Complete the Brumley-GRAD Ambassador Returning Application and denote, where instructed, an interest in serving as Lead Ambassador along with a letter of interest outlining your capabilities for serving in this role and your achievements as a Brumley-GRAD Ambassador
- After careful review of the application material, the selection committee will choose the most appropriate candidate, and notify all applicants of the committee's decision

Responsibilities:

- Serve as a role model and peer advisor to Brumley-GRAD Scholars, with special attention given to Scholars entering their freshman year
- Serve as a role model and peer leader to Brumley-GRAD Ambassadors, with special attention given to first year Ambassadors
- Aid Brumley-GRAD Scholars in finding appropriate mentors who are university/college personnel or university/college seniors within their chosen major
- Provide professional development opportunities for Brumley-GRAD Ambassadors
- Complete *BGA Semester Update Forms* and *Brumley-GRAD Lead Ambassadors Update Forms* every semester and submit to appropriate Project GRAD personnel
- Organize "Real Talk" Sessions at the beginning and end of each fall and spring academic term, as well as develop other great academic and social programs to engage Scholars
- Encourage Brumley-GRAD Scholars to utilize on-campus and community services
- Maintain regular communication with Brumley-GRAD Ambassadors and Project GRAD Atlanta staff
- Notify Project GRAD Atlanta staff of any immediate and pressing issues faced by Brumley-GRAD Scholars, as well as those expressed by Brumley-GRAD Ambassadors
- Assist in the coordination of meetings to be held by Project GRAD Atlanta staff on campus site visits (e.g. reserving meeting space, notifying the Brumley-GRAD Scholars of meeting times and locations, etc.)
- Support Project GRAD Atlanta staff in facilitating campus visit meetings by becoming familiar with the opinions, issues, and concerns of Brumley-GRAD Scholars
- Participate in a mandatory one-day training session to be held each summer prior to a new appointment or a continuing role as an Ambassador
- Serve as an advocate for Project GRAD Atlanta
- Assist Brumley-GRAD Scholars in establishing study groups or direct them to the appropriate tutoring services
- Disseminate information to Brumley-GRAD Scholars provided by Project GRAD Atlanta staff in a timely manner
- Be familiar with Brumley-GRAD Scholarship Policies and Procedures, and be able to articulate them to Brumley-GRAD Scholars and others when needed
- Assist the Scholar Support Division of Project GRAD Atlanta with the successful implementation of its special programs
- Assist in the planning, coordination, and facilitation of the Ambassador one-day summer training session
- Help in the identification and training of new Brumley-GRAD Ambassadors
- Attend Scholar Support events, as well as assist in organizing the Ambassadors who are assigned to play a role