Dean of Students Office
Student Ambassadors

Fall 2018 Position Description
Student ambassadors will provide outreach and promotion of the Dean of Students Office and all its departments to current and incoming students, families, and campus and community stakeholders. Student ambassadors will positively represent the DSO departments to encourage participation and engagement with DSO services and programs. Students will serve as peer communicators to the ISU student body and serve in an advisory capacity for the Dean of Students Office. This is a paid leadership experience.

About the Dean of Students Office
The Dean of Students Office (DSO) at Iowa State University uses an integrated approach to support student-centered learning through personal, community, and academic development culminating in a transformative experience.

Reporting through the Division of Student Affairs, the DSO provides numerous opportunities for students to connect beyond the classroom. The 14 areas embrace four spheres of influence: Student Success & Retention, Safety & Wellness, Student Life, and Social Justice & Inclusion. The 14 reporting areas include:

- Academic Success Center
- Center for LGBTQIA+ Student Success
- Hixson Opportunity Awards
- International Students and Scholars
- Margaret Sloss Women’s Center
- Multicultural Student Affairs
- National Student Exchange
- Parent and Family Programs
- Sorority and Fraternity Engagement
- Student Accessibility Services
- Student Assistance
- Student Conduct
- Student Legal Services
- Writing and Media Center

Qualifications
- Current full-time Iowa State University student and in good standing with the university and academic college
- 2.0 cumulative GPA and maintain this GPA throughout employment
- Positive role model to fellow Cyclones
- Must have the following times available: Mondays/Fridays from 7:30 am- 9:00 am; Mondays/Fridays from 2:00 pm- 3:00 pm for the fall 2018 semester.
- Excellent written and verbal communication skills
- Willingness to learn and teach others about Dean of Students Office services and programs
- Consistently project a warm, friendly, and professional demeanor
- Self-motivated, attention to detail, organized, and able to carry out responsibilities with limited supervision
- Be a team player who can easily collaborate with others
- Ability to balance multiple responsibilities, willingness to learn, adapt to change, and work under pressure
- Willingness to follow a prescribed standard of excellence
- Public speaking experience is preferred
- Ambassadors with experience in any of the following are preferred: social media campaigns, photography/videography, graphic design, writing blogs, and event planning.

Responsibilities
- Ambassadors must be present and active during all ambassador events
- Attend and actively participate in all mandatory meetings and trainings
  - Work Admissions events including but not limited to
    - Experience Iowa State Resource Fairs (M/F 7:30 a.m. - 9:00 a.m.)
    - Experience Iowa State presentations (M/F 2:10 p.m. - 3:00 p.m.)
• Additional requests as needed
  o Must be able to assist with assigned on-campus outreach events including but not limited to
    ▪ Destination Iowa State (Thursday, August 17, 2018)
    ▪ WelcomeFest (Wednesday, August 22, 2018)
    ▪ ClubFest (Wednesday, September 5, 2018)
    ▪ Resource fair requests from ISU departments or student groups
  o Ambassadors will lead fellow students through presentations promoting Dean of Students Office programs
    and services upon request
• Ambassadors will assist with online outreach initiatives
  o Social Media Campaigns (Facebook, Twitter)
  o Launch Instagram account
  o Online blogs (submit no fewer than two blogs per semester)
  o Other outreach as assigned
• Ambassadors will serve as an advisory board for the Dean of Students and reporting departments as requested
• Ambassadors will use their skills and strengths to contribute to the Dean of Students Office strategic plan.

Compensation
DSO Student Ambassadors will earn $10.00 per hour for time spent preparing and delivering presentations, attending
meetings and trainings, and completing special projects.

University Non-Discrimination Statement
Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy,
sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries
regarding non-discrimination policies may be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill
Road, Ames, IA 50011 Tel. 515-294-7612, Hotline 515-294-1222, email eooffice@iastate.edu.

Accessibility
If you have accessibility needs, please contact Katy Cran at kcran@iastate.edu so that your needs are appropriately met. For
more information, contact Student Accessibility Services at 515-294-7220 or visit 1076 Student Services Building.

Contact
Contact Katy Cran (kcran@iastate.edu) for questions or additional information regarding the DSO Student Ambassador
program.