The DSO Ambassador Program is a paid leadership experience within the Dean of Students Office. 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.

**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 at least one of these times available: Mondays/Fridays from 7:30 am- 9:00 am; Monday-Friday from 2:00 pm- 3:00 pm.
- 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
    - Daily Visits sign-up meetings
    - Iowa State summer orientation
    - Additional requests as needed
  - Must be able to assist with assigned on-campus outreach events including but not limited to
    - Destination Iowa State
    - WelcomeFest
    - ClubFest
    - Resource fair requests from ISU departments or student groups
  - Ambassadors will lead fellow students through presentations promoting Dean of Students Office programs and services upon request
- Ambassadors will assist with online outreach initiatives
- Social Media Campaigns (Facebook, Twitter, Instagram)
- Online blogs (submit no fewer than two blogs per semester)
- Serve as an online consultant

- 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.

**Attire**
The DSO will provide one polo, t-shirt, and nametag to each ambassador. Student ambassadors are expected to wear the designated polo or t-shirt, when appropriate, to all DSO student ambassador events. Additionally, each ambassador will wear their ambassador nametags and other appropriate bottoms. Ambassadors are responsible for replacing any lost/damaged items at their own cost.

**Code of Ethics**
Upon selection, ambassadors will be required to sign a Code of Standards and Ethical Behavior document. These high standards of excellence will ensure student ambassadors abide by the following:
- ISU Principles of Community
- Iowa State University Study Code of Conduct
- Appropriate social media use
- Appropriate communication about current and incoming students, the Dean of Students Office, Division of Student Affairs, and Iowa State University

**Evaluation**
Ambassadors will receive informal and formal evaluations throughout their term. Performance evaluations will occur each semester and will examine the following:
- Communication Skills
- Decision making abilities
- Demonstrates initiative and innovation to the role
- Interaction with prospective students/families and current students
- Job coverage and meeting expectations
- Productivity
- Quality of work

Ambassadors are able to maintain employment throughout their time at Iowa State, pending they are meeting expectations and performing at a high level.