

# DREXEL STUDY ABROAD STUDENT AMBASSADORS

Have you participated on a Drexel Study Abroad program?  
Do you want to share your abroad experience with other Drexel students?  
Become a Study Abroad Student Ambassador!

## Summary:

The Study Abroad Student Ambassadors play a vital role in the study abroad team as they are a bridge between the office and the Drexel campus community. These positions are an opportunity for study abroad returnees to share their experiences with prospective students, promote study abroad programs, and gain marketing and recruitment experience.

Ambassadors are knowledgeable and enthusiastic about education abroad, and the importance of internationalizing the college experience. Ambassadors will report directly to the Assistant Director, Lauren Steinberg, and Study Abroad Advisor and Communications Manager, Lisa Shen.

**Ambassadors will be hired for 3 different positions, but all positions will work closely together:**

### 1. Social Media and Design

- Manage Facebook, Instagram, Snapchat, and YouTube presence
- Manage photo contest and quarterly newsletters
- Create flyers, brochures, infonets, etc. to advertise for study abroad programs

*Skills needed: social media experience, design experience (Adobe Creative Suite preferred), creativity*

### 2. Scholarships

- Communicate with current and returning study abroad students about their experience and scholarship progress
- Answer scholarship questions via scholarship email address and track student progress
- Determine unique scholarship projects to highlight with other ambassadors

*Skills needed: attention to detail, strong writing skills, and organized*

### 3. Communications

- With access to internal study abroad application system, send outreach and recruiting emails
- Check-in with current abroad students by sending "Letters to Future Self" emails
- Write alumni profiles and news articles for Drexel Study Abroad website

*Skills needed: marketing experience, strong writing skills, CRM/Sitecore experience preferred*

## Responsibilities of all Ambassadors

- Help promote global engagement through assisting with Study Abroad 101 presentations, admissions events, Go Abroad Fair, welcome/welcome back parties, and other special events
- Market study abroad by tabling (in Hans, gym, Creese, etc.)
- Participate in pre-departure orientation sessions and re-entry events
- Attend class visits with or without study abroad team
- Plan informational events to promote study abroad
- Give campus tours to study abroad partners visiting Drexel's campus
- Act as a resource for students considering studying abroad and for those transitioning back to Drexel
- Offer a student perspective regarding the application/approval process to applicants
- Attend Ambassador program meetings, check-ins, events, and social gatherings
- Assist with front desk responsibilities when needed
- Participate in evening and weekend events
- Larger projects as assigned

### **Expectations**

- Commit to at least one full cycle (fall/winter OR spring/summer) with Ambassador position
- Enthusiastically share personal global experiences
- Understand and promote global engagement as a valuable experience that helps students to achieve academic, personal, and cultural growth
- Attend the Ambassador training meeting(s) held at time of job start
- Attend weekly meetings with Lauren, Lisa, and other ambassadors
- Consent to having their contact information listed on the Study Abroad website along with picture
- Excitement to plan and execute events for students

### **Qualifications**

- Current undergraduate student at Drexel University with at least two remaining quarters on-campus prior to graduation
- Involved in student organizations or other engagement and leadership opportunities on campus
- Must be scheduled for class during time of Ambassador program
- Have successfully participated in a Drexel study abroad program
- Be reliable and responsible
- Possess superb communication skills and enthusiasm for global engagement
- Be able to represent themselves and the Study Abroad office in a professional manner at all times
- Flexible schedule – Ambassadors are not permitted to have another on-campus job.

### **Hours and Compensation**

- Flexible schedule, average of 5-7 hour/week commitment
- \$12.50/hr

Questions? Contact Assistant Director, Lauren Steinberg (lis25@drexel.edu)