



CAREER & PROFESSIONAL DEVELOPMENT AMBASSADOR PROGRAM

The Career & Professional Development Ambassador program at the University of Maryland Eastern Shore, functions as a connection between the Career & Professional Development Center and the student population at the University. The Ambassadors are trained to provide career related assistance to students, outreach presentations and assistance with marketing programs and events implemented by the Career & Professional Development Center. They serve in the role of educator, advisor, consultant presenter and liaison.

WHAT IS A CAREER AMBASSADOR?

Career Ambassadors are student leaders who assist other students in the Career & Professional Development. Through in-depth training and guidance in professional development, career ambassadors provide peer advising to undergraduate students on career related topics. In addition, they provide a professional but pleasant experience for both the Career & Professional Center, University of Maryland Eastern Shore and to all patrons, including employers recruiting on campus during the fall and spring semesters. The career ambassadors not only help peers with items like resumes and cover letters during drop-in hours, but also create resources and initiatives for the Career and Professional Development that are utilized for years to come. Career Ambassador are also give community service hours. Ambassadors must commit to the full semester in the program. You will be given the opportunity to continue on to the following semesters if this is desired and performance has been satisfactory.

RESPONSIBILITIES OF A CAREER & PROFESSIONAL DEVELOPMENT CAREER AMBASSADOR

- Hosting employer information sessions.
- Presenting graduate program information sessions.
- Assisting with career related events and programs.
- Market, advocate and promote events implemented by the Career & Professional Development Center.
- Provide feedback on new and current programs and initiatives.

REQUIREMENTS

- Must have a minimum of 2.7 G.P.A. and be in good academics standing.
- Make a commitment for at least two semester.
- Interview with staff.

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CAREER AMBASSDOR TRAINING

The Career Ambassadors must attend a mandatory team building and training session prior to their assigned semester. Training involves an understanding of The Career Center and the Ambassador role. Ambassadors will be expected to complete a Training Checklist to become more familiar and integrated with Career Center services. Ongoing training and professional development will also be conducted at bi-weekly meetings throughout the semester.

BENEFITS OF BEING A CAREER & PROFESSIONAL DEVELOPMENT CAREER AMBASSADOR

In addition to acquiring invaluable experience and exposure to corporations, workforce and networking and a professional setting, as a career ambassador you will:

- Receive in-depth training on developing professional skills and documents
- Provide career-related assistance to undergraduate students
- Engage with campus leaders to develop new partnerships around campus
- Network with employers
- Prepare to meet personal and professional goals
- Enhance resume and professional presence
- Add experience to your resume and LinkedIn profile

Anyone interested in applying should email Ms. Susan Burton smburton@umes.edu for more information.