Office of International Education
Ambassador Coordinator Job Description

JOB TITLE: Ambassador Coordinator

DEPARTMENT: Office of International Education

ADDRESS: Carole Weinstein International Center, Suite 103

TELEPHONE: 804-287-6499

SUPERVISOR: Krittika Onsanit, Director of International Student & Scholar Services

JOB SUMMARY: The Ambassador Program matches new international students with returning UR students to welcome them to campus and integrate them into U.S. culture.

SPECIFIC DUTIES: Responsibilities include recruiting ambassadors (returning UR students) and ambassadees (new international students) at the end of each semester and during fall and spring international orientations, forming ambassadors and ambassadees into pairs at the beginning of the semesters, following up with ambassador/ambassadee groups to make sure ambassadees are satisfied and ambassadors are fulfilling their responsibilities, and organizing at least 1 event per month to cultural, historical, and social sites in central Virginia.

The Coordinators are expected to spend a few hours over the summer sending recruitment messages and corresponding with current and prospective ambassadors/ambassadees by email. You must be available to work no later than the 1st week of class each semester to make the ambassador/ambassadee pairings.

QUALIFICATIONS: Organized; responsible; strong planning and communication skills; ability to plan activities for fifty or more students; ability to handle event and trip logistics including making reservations for on and off-campus meeting and social spaces, UR vans and Dhall meal orders; ability to work with students from different cultures; event and trip organizing experience; social media skills.

PREFERRED QUALIFICATION: Eligibility to be a University van certified driver (requirements include possessing a U.S. driver’s license for at least 3 years, passing a background check on your driving record, and taking an online driver safety course)

TO APPLY: Email a cover letter and resume to konsanit@richmond.edu

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