Expansion Student Ambassador Description
Student Union & Event Services

Purpose:
These positions are responsible for conducting outreach to the UNLV student community through tabling, engaging in one-to-one contact, and group settings to increase support of the proposed Student Union expansion project. Position will also be responsible for some office responsibilities and preparatory work as a part of the project.

Required Qualifications:
- Engaging and outgoing personality
- Must be enrolled in six or more credit hours.
- Must be available to work 5-10 hours per week in this role, at varying days and times. Times will not conflict with class schedules.
- Must be comfortable working and engaging students you are not familiar with; speaking in individual and group settings.
- Must be able to work independently.
- Understanding of, and experience with social media.

Preferred Qualifications:
- Previous experience in roles engaging others
- Strong working knowledge of social media management practices and tools for success.
- Have enough credits to be identified at sophomore status or above.

Task:
Duties and responsibilities include, but are not limited to:
- Tabling and providing information and outreach to students about the expansion project – with a key component on emphasizing their support on a student referendum.
- Providing for outreach on the expansion by attending student organization meetings and presenting on the expansion, with the focus on creating student support for the project and referendum.
- Enlisting other students as ‘ambassadors’ for the project.
- Create “viral”-like video and photo content for online and other marketing methods. Engage other students in the creation of digital content.
- Creating novel and innovative ways of reaching out to students for them to be aware of, and in favor of, the expansion project.
- Maintaining and curating SUES social media efforts related to the Expansion project.
- Assisting in maintaining the Student Union website, particularly related to the expansion.
- Creating all digital and print advertisements needed for expansion marketing, in coordination with SUES Graphic Design team. Assembling and arranging advertising throughout campus for maximum impact.
- Organizing and communicating needs related to giveaways and promotions related to the Expansion.
- Working collaboratively with SUES team members to promote and market the expansion project.
- Uphold the highest level of ethics and professionalism in all outreach and communications by utilizing appropriate language, grammar, spelling, and conduct.
Staff Expectations:

- Act as a para professional in all interactions with fellow staff members and team members.
- Maintain regular communication with professional staff members and other student team members.
- Arrive on time for all shifts and meetings.
- Adhere to Rebel Way dress code.
- Adhere to Rebel Way standards of work ethic and behavior
- Adhere to SUES’ core values of Sustainability, Teamwork, Integrity and Communication in your interactions with team members and clients.
- Follow directions, policies and procedures as given.
- Other duties as assigned by supervisor.

Criteria for Success:
Expansion ambassadors will be evaluated informally by their supervisor, affiliated SUES’ staff and peers during the entire employment process. No formal evaluation will take place unless requested by the student.

Transferrable Skills & Knowledge Gained By Employment:

- Relationship Development
- Interpersonal Communication Skills
- Active Listening
- Creation, dissemination and upkeep of digital and video content
- Time Management
- Teamwork in Collaborative Settings
- Presentation Skills
- Self-Confidence and Self Discovery
- Critical Thinking
- Problem Solving
- Knowledge of Campus Resources
- Knowledge of administrative processes and paperwork

Salary: $10.00 per hour
Estimated hours of work per week: 5-10
Contact Person: Jon Tucker, jon.tucker@unlv.edu