

Job Title: Global Ambassador

Department: Office of Global Engagement

STATEMENT OF PURPOSE:

The Global Ambassador Program (GAP) is an opportunity for Montclair State students to meet with prospective and current students from around the world and share their experience about our university. Global Ambassadors will also support the OGE team in other office-related functions.

MAJOR DUTIES AND RESPONSIBILITIES:

- Whether virtually or on-campus, serve as a guide and resource to prospective, newly admitted, and current international students
- Assist with the front desk welcoming students and answering phones
- Direct students and families throughout campus during Fall and Spring International Student Orientation; assist with set up, check-in, and preparing materials; facilitate icebreaker activities and group discussions
- Create posts for the Office of Global Engagement social media accounts (Instagram)
- Generate letters and documents for current students and scholars; photocopy, scan and file documents, answer phones, sort mail, and perform other clerical functions
- Respond to Unibuddy chat messages/inquiries from prospective students
- Make short videos and/or write blog posts about the student experience at Montclair State
- Participate in live events and/or information sessions, as needed
- Attend at least two Global Engagement events each semester, including trips and/or international student events
- Assist at World's Fair day
- Assist with the planning and facilitation of international student/scholar programming
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- A current undergraduate or graduate student at Montclair State University. *Those graduating in January 2025 and May 2025 are not eligible to apply*
- A minimum cumulative GPA of 2.75 or higher at the end of the Fall 2024 semester (GPA will be verified) and maintain a 2.75 GPA each consecutive semester
- No open conduct cases; judicial records will be reviewed by the Office of Student Conduct
- Possess leadership skills, as evidenced by previous leadership experiences and application responses
- Be able to provide a welcoming and helpful atmosphere to individuals from a wide range of cultural and language backgrounds
- Demonstrate strong interpersonal and communication (written and oral) skills
- Embody a professional attitude; have a willingness to lead, solve problems, be a team player
- Must be available to work the dates of Fall and Spring International Student Orientation and have weekly availability throughout the summer months