Description:

- Oversee and promote the Global Ambassadors Program by speaking to student groups and classes, as well as meeting with school officials (see breakdown below)
- Oversee and promote Global Village at International Festival (see breakdown below)
- Maintain regular office hours – 20 hrs. per week (post work hours on your office door)
- Maintain bulletin boards for your programs (outside of office #1328 & Classroom #1220) by removing outdated materials and updating w/upcoming activities, meetings, photos
- Assist during Fall & Spring orientation sessions with airport pick-ups, post-arrival orientation, bank & Walmart runs, health dept. runs, set-up of presentations, etc.
- Coordinate and assist with Annual International Fashion Show

Requirements:

- Must have international experience/knowledge and/or studied abroad
- Ability to present effectively to large groups/classes/schools
- Willingness and patience to communicate effectively with international students
- Possess creativity skills
- Organized, motivated, detail-oriented, and willing to work flexible hours including the occasional weekday evening or weekend
- Comfortable driving both 7-passenger mini-van and 15-passenger van (must possess a driver’s license)
- Keep office area organized and neat
- Notify supervisor of your absence from the office in advance

**Global Ambassadors Program**

- Recruiting of the program (contact, promote, and recruit students to the program by following up with past students that have participated, as well as contacting past participating schools)
- Recruiting new international students to join
  - Recruiting/contacting local areas schools to get them interested and involved in having students come out to their school
  - Develop ways to advertise to the schools via email/flyers, etc. (by contacting the school counselor or principal)
- Promotion of the program
  - Establishing/updating database of all students and schools involved in the program and then promoting it on and off campus
- Arranging Global Citizen courses
  - Arrange Ambassadors to visit a FYE 1410: Global Citizen courses (on campus) as per professor’s requests (their requests will be provided by FYE-First Year Experience Office)
- Establishing a budget for the overall operation of the program
  - Providing a budget for each activity and submitting it to the coordinator
- Scheduling, arranging and attending all meetings for the program each semester
- Once a visit has been arranged with a school, contact the Ambassador(s)
via email to confirm the date and time of the visit and inform them whether or not a PowerPoint presentation is requested for the presentation. If a PowerPoint presentation is requested, make sure to review the presentation prior to the scheduled visit to see if it’s age and content-appropriate. Explain to the Ambassadors what’s expected in the presentation and gather all materials needed prior to school visit. Arrange a meeting prior to the presentation with the ambassador(s).

- Transporting Global Ambassador(s) to various schools, businesses, and/or churches
- Developing and submitting online program evaluation forms to each of the Ambassadors and teachers
- Create and submit an end of the semester summary report (Fall & Spring) on the program’s events, success, assessment evaluation responses and provide summary report to the coordinator

<table>
<thead>
<tr>
<th>Global Village at Annual International Festival</th>
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<tbody>
<tr>
<td>• Responsible for recruiting and contacting local middle &amp; high schools to get them involved and participating in the Global Village</td>
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<tr>
<td>• Responsible for partnering the appropriate Global Ambassador with the school (based on the country chosen by the school)</td>
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<td>• Responsible for providing a description and instructions pertaining to the Global Village participation to the participating teachers (including the parking information and Friday Set-up)</td>
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<td>• Responsible for collecting W-9 form from participating schools for issuance of $100</td>
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<tr>
<td>• Responsible for following up with the teacher and the Global Ambassador and arranging 1-2 visits to the school prior to the festival</td>
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<td>• Responsible for transporting the Global Ambassador to the school and back to campus</td>
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<tr>
<td>• Responsible for the set-up of the Global Village the Friday prior to the festival (from approx. 8 a.m. until around 2:00 p.m.)</td>
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<tr>
<td>• Responsible for ordering trophies and medal necklaces that are awarded to the schools</td>
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<tr>
<td>• Responsible for securing 3 judges for the Global Village, for providing assistance/guidance to the judges on the day of the festival, and for collecting tally sheets and gathering results for the award ceremony</td>
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<tr>
<td>• Responsible for providing festival t-shirts only to the teacher(s) and the students actively participating in the Global Village set-up</td>
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<tr>
<td>• Responsible for overseeing the Global Village for the entire day of the festival and for assisting participating teachers and students in anything they need</td>
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</tbody>
</table>

Interested students should send resume to:
Ms. Angie Threate
Office of International Programs & Services
Forest Drive Building, 1313
Phone: 912-478-0332
Fax: 912-478-0824
Email: athreatte@georgiasouthern.edu