



The Career & Experiential Learning (CEL) Department supports students across three facets: Career Education, Cooperative Education and Experiential Learning. The primary role of the Career Ambassadors is to promote the Career and Experiential Learning Department through activities such as class visits, presentations, information sessions, events, and peer-to-peer support. They work closely with CEL coordinators to enhance the visibility of the department while acting as a point of contact for students. The expectation is the 2024-2025 Career Ambassadors will be attending classes on campus.

### **AMBASSADOR RESPONSIBILITIES\***

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\* Responsibilities are spread out over the course of a full academic year and shared among a team of five Career Ambassadors and two Faculty Coordinators.

- Act as a point of contact for students with questions about Career Services, the Co-op program and the services, events and opportunities offered by the Career and Experiential Learning Department.
- Apply for a Career and Experiential Learning Badge.
- Promote CEL through weekly tabling throughout campus buildings.
- Support events with logistics and facilitation in school-wide events (Back to School BBQ, Open House, etc) and department specific events (Job Fair, Accounting Night).
- Work with the CEL staff and Marketing Coordinator to develop marketing materials and social media posts to promote the department through IRL and online channels.
- Attend initial and ongoing Ambassador training as well as planning meetings.
- Provide preliminary guidance to students on resumes, cover letters, interview skills, career planning and badging prior to the students' appointment with a CEL Coordinator.
- Conduct a minimum of 6 classroom visits each semester to promote Career Services, Experiential Learning, Co-op programs and upcoming events such as Job Fair.
- Create and deliver in person information sessions on CEL Services and initiatives.
- Create a year-end report detailing activity through the year.
- Additional projects may arise as agreed to by the team.

### **BENEFITS AND OPPORTUNITIES**

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- Create new friendships and have fun.
- Financial honorarium provided.
- Opportunity to gain an Experiential Learning Badge: Teamwork, Leadership or Lifelong Learning.
- First hand networking opportunities with students and employers.
- Opportunity to share your Co-op and/or Career Services experience with others.
- Develop an understanding of TRU processes for events and event planning.
- Gain experience with marketing, event planning and public speaking skills.
- The opportunity to be creative and build a portfolio of the items you create.
- Develop communication, teamwork and networking skills.
- Develop leadership and project management skills.
- Excellent experience for your resume, and potential for a reference.
- Make great connections with fellow students and employers, and have a positive impact on other students.

# TRU Career Ambassador Application

Fall 2024 and Winter 2025

**Deadline for applications:** April 26, 2024

Submit completed applications to the Career and Experiential Learning Department by email to [liles@tru.ca](mailto:liles@tru.ca). Please put "Career Ambassador Application" in the subject line.

## QUALIFICATIONS

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- Must be enrolled as a student in both Fall and Winter semester for the school year in which they are an Ambassador.
- Have utilized Career or Experiential Learning services or have completed a co-op work term.
- Able to commit to mandatory training sessions and meetings.
- Able to contribute 4 hours per week to the program. Hours may vary throughout the semester.
- A strong desire to help students develop their professional experience and connect students with employers.
- Able to professionally represent the Career and Experiential Learning Department, including the Co-operative Education program, Career Services, and Experiential Learning.
- Familiar with the Career and Experiential Learning Department, its services, events, and programs.
- Punctual and reliable; with excellent organizational skills and strong attention to detail.
- Comfortable with public speaking and interacting with students, faculty and employers.

## APPLICATION REQUIREMENTS

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- Completed application form, dated and signed
- Video submission (under 5 minutes). The video submission must include the following:
  - I. The impact of the CEL Department on your professional, personal and academic development (through either Co-op, Career Services or Experiential Learning).
  - II. The qualities and skills that would make you an excellent Career Ambassador (please include both soft and hard skills).
  - III. One or two ideas you have to promote the opportunities, events, services and programs in the Career and Experiential Learning Department.
- A written, detailed action plan to promote the opportunities, events, services and programs in the Career and Experiential Learning Department (as indicated in your video submission).
- An updated resume that includes your social media pages and LinkedIn account
- A copy of your unofficial transcript - *must include your cumulative GPA*

Incomplete applications will not be reviewed.

# TRU Career Ambassador Application

Fall 2024 and Winter 2025

## CAREER AMBASSADOR APPLICATION FORM

### PERSONAL INFORMATION

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Name (first, last) | Student Number

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Gender (optional) | Pronouns (optional)

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Email Address

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Program | Major/Minor

### CAREER SERVICES, EXPERIENTIAL LEARNING AND/OR CO-OP EDUCATION EXPERIENCE

To help us better understand your connection with the Career and Experiential Learning Department, please check all that apply:

- I have met with a Coordinator from Career Services, Experiential Learning or Co-op
  - I have a Career Connections account and I have used Career Connections to book an appointment, register for an event and/or search for jobs
  - I am a Co-op student in good standing
  - I have completed \_\_\_ Co-op work terms      Date(s): (e.g. Summer 2022)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have volunteered and/or attended Job Fair  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in the Career Mentoring program  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in Employer/Networking Events  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in the Experience More Program  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - Other (please describe)
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# TRU Career Ambassador Application

Fall 2024 and Winter 2025

## AVAILABILITY

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- I will be enrolled as a student during the academic semesters Fall 2024 and Winter 2025
- I can contribute on average 4 hours per week as an Ambassador
- I am available for the Fall 2024 and Winter 2025 semesters
- I will attend the mandatory training sessions and will attend all Ambassador meetings (meeting time TBD at the beginning of semester)

## REFERENCES

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One reference must be a Faculty Coordinator from the Career and Experiential Learning Department and one reference can be a work, volunteer, academic or personal reference.

### Faculty Coordinator Reference *(to be completed by the referee):*

I recommend \_\_\_\_\_ for the Career Ambassador Program and agree to be called on as a reference.

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Coordinator Name

Coordinator Signature

Date

### Additional Reference:

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Name (first, last)

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Organization (if applicable)

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Phone | Email

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Relationship to Applicant (eg. work or volunteer supervisor or co-worker, instructor, friend, other [please describe])

## AUTHORIZATION

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I hereby certify that the information contained in this application is true and accurate.

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Signature

Date