CCL Student Ambassador Program

Important dates: Applications due Wednesday April 3rd at 11:59PM. Interviews will be held April 10th & 11th. For those selected, there will be one orientation meeting with the 2018-2019 cohort on April 19th 12-1pm. Actual start dates for positions are at beginning of fall semester 2019.

Program Overview

Mission: To strengthen existing, and build new, relationships between Center for Civic Leadership staff and the Rice student body in order to better connect students with resources and opportunities for civic leadership.

Program Description: The CCL Student Ambassadors will serve as liaisons between the CCL staff and the Rice student body. As such, they will help promote CCL programming, recruit students for our various opportunities, and convey student interests and concerns (as related to the CCL mission) to our staff. Ambassadors will be involved in the following activities:

- Representing the CCL at information fairs and sessions, both alongside and independently of CCL staff
- Independently representing the CCL as both individuals and a cohort through the residential colleges and social media platforms
- As a cohort, ambassadors will organize their own bi-weekly meetings and set agendas in accordance with CCL needs and staff guidance
- Collaborating with the CCL staff in the following ways:
  - Work on designated programs as student coordinators/representatives with support and supervision from designated CCL staff
  - Offer student perspective to CCL staff on planning and development as needed
  - Participation in interview committees as appropriate
- Mentoring LEARN level students interested in engaging further with the center

Learning Outcomes:

- Hone leadership skills including communication, strategic-planning, and facilitation
- Further develop self-awareness of personal and professional competencies through reflection, feedback, and professional development planning
- Further develop understanding of different modes of civic engagement and impact
- Gain insight into the organizational and human resource functions of a professional office

Requirements:

- Participation in at least one LEARN and ACT level program (or equivalent experience as determined by CCL staff)
- Commitment to spending 50 hrs per semester working on CCL projects and tasks
- Understanding of CCL values and a willingness to learn more about CCL programs, structure, and goals
- Interest in, and commitment to, professional development and growth as a civic leader
- Interest in, and commitment to, the growth and development of the CCL to better achieve its mission of fostering civic leadership

**Benefits:**
- Access to travel funds for one related conference or program annually
  - Proposal/application process to access these fees (have to demonstrate why said conference will be beneficial to you, the ambassador program, and the CCL)
- Compensated for work with hourly wage ($10/hr)
- Opportunity to develop professional skills while working closely with CCL staff member(s)
- Opportunity to work collaboratively with CCL staff and represent the Rice student body in CCL processes of program development, management, and decision-making
- Opportunity to represent the CCL and its programs on campus and in the community

**Supervisor Roles:**
- General Ambassador Supervisor (Morgan Kinney)
  - Provide accountability and support to all ambassadors for general CCL-related duties (i.e. tables at informational fairs, PDR workshops/meals, publicity, etc.)
  - Facilitate the agenda and priority setting of the cohort on general-CCL projects
- Program-specific Supervisors
  - Provide accountability for all program-specific duties
  - Support ambassadors in professional development goals
  - Communicate consistently (usually through a standing weekly meeting) with ambassadors regarding program-specific endeavors
  - Include ambassadors when possible and appropriate in program processes and development (i.e. curriculum development, interview processes, piloting new ideas or events, etc.)
    - Type of involvement may vary by program and ambassador interest, but it is the program supervisor’s responsibility to be open and communicative about the opportunities for ambassador involvement
Ambassador Job Description

General: All ambassadors will work 50 hrs per semester which will include both general CCL tasks and program-specific roles. General tasks include:

● Support and recruitment for CCL programs
  ○ Advertise through colleges and other appropriate mechanisms (social media, etc.)
  ○ Speak at info fairs and sessions as needed
  ○ Facilitate workshops as needed
● Collaborate with fellow ambassadors to organize and host regular events/outreach to spread awareness of CCL (i.e. PDR dinner, lunch table discussion, workshop on topic of interest, classroom or club outreach, etc.)
● Organize (on a rotating basis) and attend bi-weekly ambassador cohort meetings
  ○ Meetings will be both informational and workshop-style such that the cohort may have voice in shaping CCL programs and events as needed from CCL staff
  ○ Meetings will be at a mutually agreed-upon lunch time and will cycle through meeting spaces in PDRs and the CCL
● Meet with LEARN level CCL students on an as-needed basis to provide one-on-one mentorship

Program Specific Job Descriptions
The second part of the ambassador role involves working directly with a specific program. The job description for each program ambassador varies, but each will be a professional development opportunity to assume a leadership role within a CCL program and work closely with the correlating staff member who is listed next to each program below.

Alternative Spring Breaks (2 positions)--Morgan Kinney
Roles:

● Provide feedback on curricular and programmatic adjustments
● Work with the site leader cohort and Morgan to organize program-wide events and initiatives such as:
  ○ Recruitment & Selection (Sept-Oct)
  ○ Collaborative fundraising and/or advocacy (Nov-March)
  ○ Post-trip showcase/reorientation event (March-April)
● Serve as a resource to site leaders and may help facilitate site leader class with CCL staff

Required Experience/Interests:

● Past ASB Site Leader
● Invested in the mission of ASB and clear interest in program enhancement and self-growth

Opportunities:

● Leadership and mentorship of peers
● Facilitation experience
● Program development experience

Leadership Rice Mentorship Experience (2 positions)—Jessica Khalaf
Roles: The LRME ambassador will work with CCL Staff on program development, implementation, and publicity. More specifically the position requirements include, though are not limited to, the following elements:

- Help design and lead LRME workshops
- Provide feedback on curricular and programmatic adjustments
- Represent LRME at recruitment events and information sessions
- Develop resources to better inform Rice community about LRME

Required Experience:

- LRME experience
- Clear interest in advertising the LRME program

Opportunities:

- To gain experience in large-scale program development
- To gain experience in representing a professional office to a broader community through both written and interpersonal communication
- To gain experience in conducting interviews and applicant selection
- To give direct feedback on the program development and growth to the CCL staff
- To see and learn the behind-the-scenes of securing internship opportunities and intern recruitment

Learn Level Programs (2 positions)—Morgan Kinney

Roles: The Learn Level Ambassador will work with multiple CCL staff who lead learn programs to plan and implement said programs with our community partners. The ambassador will:

- Participate in Learn Level planning meetings with CCL Staff
- Assist in recruitment and marketing for learn level programs
- Sit in on interviews for student-led Learn Level programs
- Help facilitate training workshops for Houston-based Learn Level programs such as CCL Volunteers and Alternative Recess
- Assist with Learn Level Student Advising

Preferred Experience/Interests:

- Must have participated in or acted as a site leader/coordinator for a Houston-based Learn Level program

Opportunities:

- Program development experience
- Outreach and marketing
- Facilitation
- Curriculum Building
- Depending on student interest and skill, other opportunities to engage broader CCL initiatives

Loewenstern Fellows (1 position)—Fatima Raza

Roles:

- Devise and execute recruitment strategy
- Organize and participate in the selection process (application review, interviews, etc)
● Provide logistics support and serve as a mentor for Loewenstern Fellow cohort as they prepare for their summer abroad
● Provide support in curricular development, research, and feedback

Required Experience/Interests:
● Past Loewenstern Fellow

Opportunities:
● Students in this position would gain skills in program development such as:
  ○ Event planning
  ○ Teaching/facilitation
  ○ Student recruitment
  ○ Conducting interview processes
  ○ Program assessment

**Undergraduate Civic Research and Fellowships** (1 position)--Danika Brown

Roles: The Undergraduate Civic Research and Fellowships ambassador will work with CCL Staff to organize program wide events and initiatives, provide feedback on program development, and create products to advertise projects. Additional responsibilities include:

● Representing HART, RUSP, RURS, etc., and fellowships at recruitment events, such as the research opportunities fairs
● Developing resources to better inform Rice community about undergraduate civic research and fellowships
● Assisting in design and leading of informational workshops
● Providing feedback on curricular and programmatic adjustments

Required Experience:
● Past HART, RUSP, Civic Research, and/or Fellowships experience (Note: you do not have to have won a fellowship to be considered)
● Interest in advertising undergraduate civic research and fellowship opportunities

Opportunities:
● To gain experience in large-scale program advertisement and the creation of marketing materials
● To gain experience in large-scale program coordination and organization
● To gain experience representing the undergraduate civic research, fellowships, and the CCL on campus
● To give direct feedback on program development and growth to the CCL staff
Application Instructions

**Due:** April 3rd at 11:59pm CST

**General CCL application:** The initial application is through the “Apply Now” portal at [https://ccl.rice.edu/application/](https://ccl.rice.edu/application/). In the “Awards/Opportunities” section, please indicate in which program ambassador position(s) you are interested:

- Ambassador: Alternative Spring Break (#70)
- Ambassador: Leadership Rice Mentorship Experience (#74)
- Ambassador: Learn Level Programs (#76)
- Ambassador: Loewenstein Fellows (#78)
- Ambassador: Undergraduate Civic Research and Fellowships (#80)

**Supplemental application instructions:** After completing the “Apply Now” form, please attach your response to the following prompt in the supplemental materials section (appears after you submit the standard application).

- In a one-page statement, please describe why you are interested in becoming a student ambassador to the Center for Civic Leadership, what you would contribute to the position, and how you hope to grow and develop as a civic leader through this opportunity. Be sure to address both the general ambassador role as well as the program-specific job description through the above prompt.

**Interviews:** Students invited to interview for a position will be notified by April 8th and interviews will take place April 10th-11th.