Community Ambassador Position
Spring Semester 2020 Application Packet

Please submit applications to Community Engagement - 361 Baker

Community Ambassador Staff service project – August 2019

Community Engagement
(Off Campus Living/Community Service)
361 Baker University Center
740-593-4098
Community Ambassador Job Description

Overview
The Community Ambassadors (CAs) are an integral part of the community engagement program within the Campus Involvement Center. The CAs will be a part of our overall staff team.

Our 5 core focus areas are:
- engaging off campus students
- community service
- community partnerships
- leadership opportunities
- campus partnerships

Job Description - CAs serve as community engagement peer leaders and the core functions of the position include;

Brief Overview:
- Serve as community engagement peer leaders within the campus and off campus communities.
- Plan and implement regular, sustainable community service oriented projects for all students.
- Serve as role models to students living within the community to practice “good neighbor” habits.
- Share and interpret city and university information to students living off campus.
- Address neighborhood problems that arise due to lack of information such as (noise, multi-house party, and trash issues)
- Communicate student concerns to the University administration via Off-Campus Living.
- Assist in preparing residence hall students for the transition to living off campus.
- Work with both Ohio University and Athens to create a greater sense of community on the part of students and permanent residents through community engagement activities.

In-Depth, specific overview of role:

- **Serve on assigned primary focus team of Off Campus Living or Community Service** – While CAs serve primarily on one of the two teams there is cross collaboration and support between the two teams.

- **Plan and implement at least 3 community engagement initiatives per semester and participation in at least 10 of our office events.** Efforts will be focused on either off campus living or community service related initiatives. This can be done in coordination with other staff members. **Examples of these initiatives include:** service projects, involving students in community meetings or events, registering students to vote.

- **Attend all required meetings** such as weekly community engagement staff meeting, weekly supervision meetings, hold office hours in , attend team meetings as they are scheduled. In addition, CAs are expected to approach their work with professional demeanor and dedication. This includes responding to e-mails, text messages, phone calls, etc... within a timely manner.
• **Performance Evaluations**: CAs will receive a performance evaluation in mid-year in order to provide feedback on their work as well as to set goals for the future. The CA role should be seen as practical leadership training experience for future career goals. CAs will also be asked to provide feedback about their work with their supervisor.

• **Conduct**: CAs must uphold the Ohio University Student Code of Conduct as well as federal, state, and local laws. CAs are expected to role model appropriate behavior at all times. Community Ambassadors are not responsible for setting rules or guidelines for their neighborhood’s residents and are not responsible for enforcing university policies or federal, state and local laws. CAs are expected to contact law enforcement if they observe potential criminal behavior or need assistance at any time.

• **Professional Development**: As mentioned above the CA position is intended to serve as practical training. Professional development opportunities will arise and it is expected that CAs will make every attempt to attend as they can.

**Minimum Qualifications for Selection**

- Applicants must be Ohio University students enrolled full-time in an undergraduate or graduate degree program for the spring semester 2020.
- A 2.5 accumulative grade point average is required, and must be maintained for continued employment.
- Applicants must be in good conduct standing with the University (i.e., not currently on disciplinary probation).
- Applicants must be planning to live off campus for the spring semester.

**Desired Qualifications for Selection**

- Leadership potential, as evidenced by previous community engagement and leadership experiences plus two positive recommendations.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility, strong communication skills and willingness to accept responsibility.
- Strong interpersonal skills through proven ability to interact effectively with others, as perceived through the interview process.
- Experience living off-campus for at least one academic quarter or semester (not required but desired).

**Time Commitment**

The CA position and compensation is based upon 10 hours per week. While specific times each week may vary CAs should average 10 per week per semester. A typical week for CAs may look like this;

- 1.5 hours – weekly staff meeting
- 30 Minutes - Supervision meeting with your Graduate Assistant
- 1 hour - Tabling for the Community Engagement Programs Office events and programs
• 1 hour - **Meeting with your Community Ambassador Work Group**
• 6 hours - Should be utilized to work on office events and programs.
• If you cannot complete your 10 hours for any reason you need to let your GA know before you do not show up for work

**Residency**

The neighborhoods that we cover have a high concentration of students and do benefit from having a CA live within the neighborhood. However, it is not a requirement that CAs live within their assigned neighborhood. Because students secure and maintain their own housing every attempt to make assignments in close proximity to assigned neighborhoods will be made but not guaranteed.

**Salary**

Community Ambassadors will receive $1,282.50 per semester, which will be divided and paid on a bi-weekly basis. CAs must enter their weekly hours on the workforce time entry website - *Pay adjustments may be made given minimum wage changes*

**How to Apply**

Please submit applications via org sync or send completed materials directly to Barb Harrison, Assistant Director at: harrisob@ohio.edu

1. Current resume
2. Complete response to the essay questions on the application page
3. 2 completed reference forms. Please seek references from individuals who can speak to your past leadership or work experiences. Please ask each reference to complete the form at the end of this packet and submit to Barb Harrison via email or by dropping off at 361 Baker Center.

**Next Steps in the Process**

Applications accepted on a rolling basis until positions are filled – for first consideration apply by **Friday, November 15th**. Each candidate will be asked to do 1 interview lasting 30 minutes.

Positions offered – week of December 9, 2019

**Questions?**

If you have questions about the Community Ambassadors, please contact:

Barb Harrison, Assistant Director for Civil Engagement, harrisob@ohio.edu, - 740-593-4098
Off-Campus Living Community Ambassador Application
Spring 2020 Academic Year

Name: ___________________________________ PID#: __________________________

Current Address: ____________________________________________________________

Phone: ___________________________ E-mail: _________________________________

Permanent Address: _________________________________________________________

Local Athens Address (2020): ________________________________________________

Year in College: ____________ Current College/Major: __________________________
  GPA: _______________ Anticipated Graduation Date: __________________

**Application Essays**

Please address the following question on separate page(s) and attach to this application:

1. Describe what characteristics, skills, and/or experiences you have that would make you an effective Community Ambassador.

2. How would you motivate other students to get involved in community service while they are in college?

3. What are the most common issues that students face when they first move off campus?

**References**

Please have two references complete the reference form and have them sent directly to Barb Harrison at: harrisob@ohio.edu or drop off at 361 Baker Center.

**Resume**

Please attach a current resume to this application inclusive of community service experience, leadership positions held, student organizations for which you’ve been an active member and any other extracurricular involvement that you feel relates to the CA position.

**Signature**

My signature gives community engagement staff permission to verify my university judicial and academic records as well as contact my references.

Signature: ___________________________________________________________ Date: __________
Name (please print) ___________________________________________________________ has applied for the position of Community Ambassador for the Community Engagement program within Community Engagement.

Brief Overview:
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- Address neighborhood problems that arise due to lack of information such as (noise, multi-house party, and trash issues)
- Communicate student concerns to the University administration via Off-Campus Living.
- Assist in preparing student concerns for the transition to living off campus.
- Work with both Ohio University and Athens to create a greater sense of community on the part of students and permanent residents through community engagement activities.
- CAs must demonstrate maturity, sound judgment, emotional stability, flexibility, good communication skills and ability to take initiative and accept responsibility.

*NOTE: The Family Educational Rights and Privacy Act of 1974 gives a student the right of access to an evaluation written about him or her. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The student’s signature below constitutes a waiver; no signature means that the student will have the right to read this recommendation.

Student’s Signature ____________________________ Date ___________________

Reference Conference Information

Name/Title: ____________________________________________________________

Phone: ____________________________ Email: ____________________________

Signature: ____________________________ Date: ____________________

Please provide responses to the following questions and a separate sheet of paper:

- How long have you known the candidate and in what capacity?

- Do you believe the candidate would be an appropriate role model and peer leader for students living off-campus? Please explain.

- What characteristics would this candidate bring to the Community Ambassador program?

- Would you hire this candidate for a leadership position of this type?
OHIO Community Engagement Community Ambassador Reference Form

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