**Global Ambassadors:**

Global Ambassadors under general supervision, provides assistance to students. Duties may include, but are not limited to:

* Welcoming students to the campus or department and engaging with them.
* Assisting students, staff and/or other customers in solving problems and making informed decisions.
* Providing information and advising students based on knowledge and training.
* Taking responsibility for some project and office work.
* Answering phones, checking emails and messages, and upkeep office space.
* Referring students and other stakeholders to appropriate offices and resources on campus as needed.
* General counseling.
* Performing other relevant duties as assigned or required.
* Create content and regular posts for EWU Global Student Services social media outlets;
* Assist with website updates;
* Assist with SGL Eagle Career Network build-out;
* Provide guidance into university policies, deadlines, procedures, campus resources to new and continuing international students;
* Foster students’ connections with peers, faculty and staff to support their engagement within the campus community;
* Work closely with GSS staff to receive assignments, plan cultural events, and handle student inquiries;
* Abide by all university policies and guidelines to include FERPA, federal immigration regulations, health and safety precautions, etc.

This position will report to the Office of Global Learning and *insert title* of supervisor/manager.

This position will require some weekend and evening work.

**Required Qualifications:**

Applicants must have excellent customer service and people skills.

Applicants must have excellent communication skills, both spoken and written.

Applicants must be able to work independently, and with a group and to complete tasks unsupervised.

Applicants must be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Competence in cross-cultural communication

Minimum 3.0 cumulative GPA.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

 **Salary Range A**