



Fall 2021 – Spring 2022

Hokie Mentorship Connect c/o Career and Professional Development

Supervisor: Joy Capers, Assistant Director – Mentorship Program

Working Title: *Hokie Mentorship Connect Ambassador*

Goal: Hokie Mentorship Connect Ambassadors work to support the initiatives of [Hokie Mentorship Connect](#) including tasks assigned as part of the onboarding and outreach process of helping participants utilize the platform. Duties will include working to market the program on behalf of **Career and Professional Development** through event attendance and participation. Mentorship Ambassadors will work closely with the Assistant Director – Mentorship Program to create supplemental programming, staff events, provide onboarding assistance, create innovative marketing ideas, and increase user engagement. This position offers an excellent opportunity for students to build experience with student leadership, cultural competency and gain valuable professional experience.

Learning Objectives for Hokie Mentorship Ambassador:

- **Professional Competencies Based**
 - *Leadership:* Leverage strengths to motivate, collaborate and guide. The ability to use a positive attitude to influence and empower others to reach a shared goal through strategic thinking and effective decision-making.
 - *Digital Fluency:* Maximize new and emerging technologies in order to work, learn and live in a digital society. The ability to apply digital technology to enhance quality, improve productivity and communication, solve problems and streamline processes.
 - *Creativity and Problem-Solving:* Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.
 - *Teamwork & Interpersonal:* Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage your emotions and conflict with others while contributing towards a common goal.
 - *Communication:* Articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening to gain understanding. The ability to deliver information in person, in writing and in a digital world.

Responsibilities will include but are not limited to:

- Assist with the development and posting of marketing content including presentations, event flyers and/or video recordings. The goal of marketing is to grow awareness of **Hokie Mentorship Connect** to generate increased enrollment of program participants.
- Assist with preparing, maintaining materials for “Orientation Sessions” and with tracking the attendees.
- Work collaboratively with other Mentorship Ambassador to identify and plan outreach/marketing opportunities to increase student enrollment in **Hokie Mentorship Connect**.
- Represent **Hokie Mentorship Connect** by leading or co-leading presentations, workshops or events to discuss **Hokie Mentorship Connect**.
- Assist with the planning and implementation of other mentorship sponsored activities held throughout the year.

Pre-requisite:

- Current Virginia Tech graduate or undergraduate student as of Fall 2021
- Familiarity with the **Hokie Mentorship Connect** platform

Required Skills:

- Leadership and public speaking skills
- Creative problem solver and some technology skills including Excel, PowerPoint and Microsoft Office
- Interpersonal capabilities with diverse populations
- Strong customer service orientation and good communication skills
- Solid ethical standards and the ability to work with confidential student information
- Organized with a strong attention to detail

Preferred Skills but Not Required:

- Experience with co-facilitating and leading trainings
- Experience with marketing, communication, and technical writing
- Marketing and introductory graphic design experience
- Experience demonstrating strong work ethic and a motivation to learn and succeed

Work Schedule:

- M-F, estimate of 10 hours per month during the academic calendar year that may include occasional weekend or evening responsibilities
- Fall and Spring semesters (Additional optional hours may be available during academic breaks barring official VT observed holidays and over the summer upon request.)
- Available to participate in on-campus events and meetings will continue to do so in adherence to appropriate social distancing guidelines.in adherence to appropriate social distancing guidelines.

Position(s):

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Compensation:

- Fall Semester \$9.50/hr (Estimated Total of \$380/semester)
- Spring 2021 Semester: \$11.00/hr (Estimated Total of \$440/semester)

How to Apply:

- Submit resume and a cover letter detailing your experience
- Submissions can be emailed to cpdmentorship@vt.edu. (Subject Line: *Hokie Mentorship Connect Ambassador Applicant*)
- *Due Date:* Friday, June 25th, 2021

Virtual Training Date:

- TBD but possibly Monday, August 16th from 2:00 PM – 4:00 PM ET

Fall Semester:

- September 7th – December 10th, 2021 (*Proposed work dates in addition to training and meetings.*)

Spring Semester:

- January 17th – May 6th, 2022 (*Proposed work dates in addition to training and meetings.*)