

Graduate Student Ambassador

Position Description & Responsibilities

Welcome to the International Graduate Student Peer Support Program (IGSPSP) at California State University, Los Angeles! Thank you for your interest in becoming a volunteer Graduate Student Ambassador. The goal of this program is to support incoming international students in their transition to the campus and local community by matching them with domestic or experienced international graduate students with incoming international graduate students. This is an excellent opportunity to help new international graduate students to acclimate to the campus and the greater Los Angeles community. This program is designed to foster positive peer relationships to enrich the social life of graduate students and promote retention. As a Graduate Student Ambassador, you will develop new relationships and exchange ideas with students from across the globe. You'll also have a lot of fun participating in planned social and cultural exchange events on and off campus. This is a great networking opportunity and resume builder for graduate students of all disciplines as you become a global professional.

As a Graduate Student Ambassador, you will be a representative of Cal-State L.A. and will be an important point of contact for the incoming student who will be eager to have a positive experience with international education. As a volunteer Graduate Student Ambassador, your role will be to:

- Assist first year international graduate students with their transition (examples may include: answering questions, providing a campus tour, introducing them to campus resources, sharing your perspectives as a graduate student)
- Initiate contact with your matched international student(s)
- Communicate one on one regularly with your matched international student(s) to touch base throughout the academic year (examples may include: meeting for coffee, calling to check in, exchanging emails)
- Actively participate in IGSPSP sponsored events. You are also encouraged to participate off campus events with your matched international student(s) as your schedule will allow

Qualifications

To apply for a Graduate Student Ambassador position, the applicant should:

- Be a degree seeking graduate student in good academic standing

- Demonstrate a commitment to engaging in and promoting cross-cultural experiences
- Have a strong desire to assist first year international graduate students with their personal and academic adjustment to CSULA and the greater Los Angeles Area
- Be available for all Graduate Student Ambassador time commitments (one sponsored event per quarter)
- Possess knowledge regarding campus and community resources which can be articulated and shared with the new students
- Graduate Student Ambassadors are expected to communicate one on one with each of their matched international peer(s) via email, phone call or text, or in person at least **twice a month**

Period and Terms of Position

- October 2014-June 2015
- Continue to be in good academic standing
- Always demonstrate appropriate behavior as a representative of California State University, Los Angeles by exhibiting responsiveness and responsible behavior, participating fully, and being an active and effective Graduate Student Ambassadors
- Graduate Student Ambassadors are expected to fulfill all their responsibilities until the end of the program in June

Benefits to you

- At the close of the program, all Graduate Student Ambassadors who fulfill the program requirements will receive a certificate of recognition for their participation and be invited to attend the Graduate Studies Recognition Reception as guests of the Graduate Studies Office
- This role is a great resume builder and networking opportunity
- All sponsored social events will be free of charge for you
- It will be a great way to build new friendships and enhance your life as a global professional

How to Apply and Timeline

- Please visit our website at <http://www.calstatela.edu/graduateresourcecenter/opportunities> and click on the Graduate Student Ambassador Application and Description

to review the time commitments, qualification minimums, description, roles, and responsibilities of this position

- Applications are due no later than 6pm on October 14th
- Please save your application and email to Sarah Sung at ssung5@calstatela.edu
- You will be notified by October 20th of your status
- The Graduate Student Ambassador Orientation will take place the last week of October
- You will meet your matched new international student at a Meet and Greet sponsored by the Office of Graduate Studies during the first week in November

Thank you again for your interest! Please email Sarah Sung at ssung5@calstatela.edu with any questions or concerns. You may also contact our office by phone at 323-343-3829.