



UCLA
Career Center
A Department of Student Affairs.

Hire UCLA Ambassador Job Description

The UCLA Career Center's Industry Relations Team invites you to apply to be a Hire UCLA Ambassador!

YOUR CHALLENGE: An Internship for Every Bruin!

The Hire UCLA Ambassadors are a new team of student staff whose mission is to increase the career readiness of the UCLA student body, most specifically around seeking and gaining work experience before graduation. UCLA students need to be more competitive in the job market, so a campus culture shift towards promoting and obtaining internship opportunities is needed.

As the first cohort, you'll play a key role in helping us shape this crucial effort!

CANDIDATE QUALIFICATIONS

Who: Undergraduate first-year through non-graduating senior Bruins from all majors are encouraged to apply. You must be a full-time student and currently have and maintain a 3.0 GPA.

Time Commitment: A minimum commitment to work 8-10 hours per week during the Spring 2017 quarter is required with the option to work during Summer and/or continue in Fall. All Hire UCLA Ambassadors are required to attend a weekly staff meeting, as well as regular 1:1 meetings with the program manager, which will be scheduled within your regular hours.

Compensation: \$750.00 stipend per quarter, and increases to \$1000.00 after 2 quarters of service.

Our ideal candidates possess the following qualities:

- **Team Player:** You enjoy collaboration and are eager to test ideas that may differ from your own. You support and listen.
- **Critical & Strategic Thinker:** You thrive when presented with an obstacle or challenge and enjoy the process of brainstorming, trial and error, and concept refinement just as much as the end result. You create tangible solutions.
- **Social Media & Technology Savvy:** You understand and use social media platforms such as Facebook, Twitter, and Snapchat. You are excited to learn and utilize new software and applications such as Hootsuite, Camtasia, and Asana.
- **Public Speaking & Presentation Skills:** Once trained, you are confident and passionate about educating others about career readiness through 1:1 consultations, Bruin Walk tabling, prepared presentations, and networking.
- **Research Capabilities:** You stay current on internship opportunities posted in BruinView, research companies and hiring trends, and can share your findings in curated and user-friendly formats, depending on platform.
- **Campus Involvement:** You have joined or created communities or clubs on-campus, and can readily mobilize your network and knowledge of campus culture to maximize the impact of your work.

SCOPE OF WORK

Our goals for this team are AMBITIOUS, so we need you to be as well.

Here are some examples of what you'll be asked to work on during the Spring Quarter:

- Develop an outreach and marketing strategy in support of the "An Internship for Every Bruin" challenge.
- Empower every student to achieve basic steps in their career readiness such as how to create a BruinView account, search for internships, conduct industry and company research, and network.
- Serve as a liaison to employers, USAC, and student organizations and/or communities

BENEFITS OF THE POSITION

As a Hire UCLA Ambassador, you increase your chances of landing your dream job!

Benefits of being a Hire UCLA Ambassador include:

- Increased personal career readiness through the work you'll do on behalf of others.
- Building your professional network by collaborating with members of USAC, student organizations, and employers.
- Sharper skills and knowledge in the areas of leadership, consulting, social media marketing, event planning, and more.
- Professional development supported by your supervisor and enhanced by the resources of the Career Center.

HOW TO APPLY

Application Deadline: 11:59PM, Tuesday, April 4, 2017

Submit the following documents as separate attachments on BruinView (Job ID# 942535):

- **Resume**
- **Unofficial Transcript:** Available for no charge through MyUCLA
- **Spring Quarter Work Availability:** Include the hours you can work between 8:00AM-5:00PM, Monday-Friday
- **Curated Internship List:** Search BruinView and select 5 internships based on a theme of your choice (specific major, industry, skill, geographical location, etc.). For each, list the Position Title, Employer Name, BruinView Job ID Number, a 1-3 sentence summary of the role, and 1-3 sentences on why you feel UCLA students should know about it.
- **Internship Promotion Strategy Writing Sample:** In 750 words or less, answer the following prompt:
"What steps and methods would you suggest to build awareness throughout the UCLA campus for Career Center internship resources as well as specific internship listings? Describe how you would suggest sharing these resources and leads through in-person presentations, social media, and other methods. Please also describe your own experience and knowledge in applying each of the methods you suggest."

SELECTION PROCESS & TIMELINE

All candidates must be available on Thursday and/or Friday, April 6th & 7th for an individual and group interview. Offers will be made early Week 2 and your orientation will be on either Thursday or Friday, April 13th or 14th. Regular scheduled hours will commence in Week 3.

If you have any questions, please email or call Alexis Rampaul, Career Education & Internship Coordinator

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