



Type: TRiO Student Ambassador

Location: TRiO Office

Contact: **Amanda Vincent** – [avincent@paulsmiths.edu](mailto:avincent@paulsmiths.edu)

Hours Per Week: Up to 10 hours per week – student schedule pending

Positions Available: 1 or 2

A TRiO Student Ambassador serves in a variety of roles, including being an office assistant and a resource, role model, and tutor to fellow TRiO students. Other duties may include:

- Greet and interact with TRiO office visitors and assist visitors and direct to appropriate offices on campus, as needed
- Running office errands
- Assist TRiO students during the pre-registration period (using degree planner and other technology tools.
- Provide academic support to TRiO students in areas such as time management, study skills, organizational skills, etc.
- Mentor and tutor TRiO students in career pathways and encourage campus involvement.
- Engage the campus community through TRiO events and programming.
- Other duties as assigned by supervisor

Desirable candidates should have some prior leadership experience and meet the additional requirements listed below.

#### **Qualifications & Eligibility Requirements:**

- Have a minimum GPA of 2.5 GPA. Be a registered, full-time, student.
- Be in good standing at Paul Smith's College with no serious judicial sanctions.
- Have a working knowledge of, and commitment to, the mission and values of Paul Smith's College and TRiO SSS.
- Demonstrate excellent interpersonal and communication skills.
- Have the ability to work effectively with a diverse group of team members, students, parents, administrators, and staff.
- Demonstrate a willingness to learn about the College's people, community, programs, policies, and procedures.
- Demonstrate responsibility and willingness to assist others.
- Attend and actively participate in all required TRiO meetings and trainings.

**Paul Smith's College has implemented a COVID-19 vaccine mandate for all employees. New employees will be required to show proof of vaccination.**

**INTERVIEWS:** Availability must coincide with office needs. Only selected candidates will be contacted for interviews. Must be in good academic standing. If hired, a Confidentiality Statement will be required.

#### **TO APPLY:**

Applicants must email Amanda Vincent – [avincent@paulsmiths.edu](mailto:avincent@paulsmiths.edu) expressing interest, with a cover letter, resume, and two campus references. References should include one from a faculty member and one from a support staff.

*It is the policy of Paul Smith's College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. EOE/AA/M/F/D/V*