EDGE AMBASSADOR

**Department:** Waterloo Professional Development Program (WatPD), EDGE Program

**Grade:** Casual

**Employment Remuneration:** $14/hour (approximately 60 hours of part-time work per term)

**JOB DESCRIPTION**

**GENERAL**

WatPD is the University of Waterloo’s professional development program. WatPD strives to support Waterloo student employability by providing a framework for professional development for all students. Students complete online professional development (PD) courses for academic credit and reflect on the connections between the workplace, their community experiences, their academic courses, and their career goals.

EDGE is the University of Waterloo’s experiential education certificate program. EDGE gives Waterloo students in regular (non-co-operative) programs an opportunity to develop key professional skills, explore their career options, and market themselves to employers.

EDGE Ambassadors will be supporting the initiatives and efforts being made by WatPD and EDGE to provide students with the opportunity to develop their professional skills and ultimately support students in reaching their career goals.

**ACCOUNTABILITY**

Reporting to the EDGE Instructional Support Coordinators, EDGE Ambassadors will function in promotions, communication, event planning, administration and student engagement. An EDGE Ambassador will work on a team to promote and support the EDGE certificate program through engagement with staff and students.

**NATURE AND SCOPE**

EDGE is the University of Waterloo’s experiential education certificate program for students in traditional (non-co-operative) programs who want to connect their academic study with experiential opportunities on campus, in the community and in the workplace. Students who complete EDGE will develop professional skills like communication and teamwork, explore their career options and learn how to market their skills to employers.

EDGE Ambassadors will be tasked with promoting and representing EDGE through various events, class visits, and activities. Ambassadors will also be a part of a peer-to-peer support system for EDGE students.

EDGE Ambassadors are expected to be positive role models both personally and academically. They must possess an in-depth knowledge of the University of Waterloo campus, faculties, programs, courses, services, and resources.
SPECIFIC ACCOUNTABILITIES

EDGE Ambassadors, depending on the term and department needs may have a focus of responsibilities including but not limited to being on teams focused on peer-to-peer mentorship and community building and social media and promotional activities. All EDGE Ambassadors will have a number of responsibilities including, but not limited to:

- Liaise between EDGE staff and students, communicate with prospective and current EDGE students and provide feedback to the EDGE team
- Engage and encourage students to consider EDGE as an option to developing their professional skills and employability
- Attending faculty, program and student society events as an EDGE representative
- Participate in class visits to promote EDGE
- Plan and facilitate events to promote and support EDGE
- Provide peer-to-peer support for EDGE students in person and online
- Plan and facilitate termly culminating and social events and for EDGE students
- Attend and participate in promotional events including but not limited to the Ontario University Fair, March Break Open House and Faculty 101 days
- Meet with the EDGE Instructional Support Coordinators and other EDGE Ambassadors to review upcoming initiatives, support co-workers, and provide feedback
- Other administrative duties as assigned

QUALIFICATIONS

- Registered University of Waterloo undergraduate student
- Eligible for or pre-existing enrollment in the EDGE certificate is considered an asset
- Strong knowledge of the University of Waterloo campus community, faculties and university events and opportunities to promote and support EDGE
- Previous work/volunteer experience on campus is strongly preferred
- Capable of managing multiple demands simultaneously with accuracy and attention to detail
- Ability to exercise independent judgement, work as part of a team and take initiative in creative ways
- Excellent communication, organization and interpersonal skills
- Possess strong time management, goal setting, problem solving and multi-tasking skills
- Enthusiastic and engaged public speaker in scripted and non-scripted settings

REQUIREMENTS

- Attend all mandatory training – Orientation Tuesday September 3rd 10am-4pm
- Attend all mandatory staff meetings
- Attend a one on one meeting with EDGE ISC (twice per term)

Please direct any questions to edge@uwaterloo.ca.