

# Career Services Ambassadors 2017-18 Application

Career Services is the primary provider of career education and employment support services at Queen's University for all undergraduate students, graduate/professional students, and recent alumni, regardless of discipline. Career Services offers a wide array of accessible services for students. This includes education events, workshops, job and internship listings, counselling, drop-in advising, and various other resources. These services are designed to assist and encourage students to make informed decisions about their further education and employment goals. Ambassadors' participation in Career Services is integral to the success of such events. They ensure that employers are successful in their recruiting efforts at Queen's and that students have a positive and productive experience with employers and career supports

As a Career Services Ambassador, you will be able to:

- \* Interact with potential employers to build your professional network
- \* Develop transferrable skills for your resume
- \* Gain a better understanding of services offered by Queen's University Career Services
- \* Acquire knowledge of career opportunities
- \* Obtain a complimentary Ambassador t-shirt
- \* Obtain a Queen's Ambassador Jacket Bar once expected responsibilities are fulfilled.

Potential responsibilities you may be tasked with at events include:

- \* Event set-up
- \* Employer registration table/greeter
- \* Employer mix and mingle
- \* In-house street team/booth team
- \* On-campus promotional booth team
- \* Runner/host
- \* Event takedown
- \* Hours required for the jacket bar: 2 hour-long event shifts and 1 hour-long promotion shift in each term (Fall + Winter)

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Last Name:

First Name:

E-Mail:

Cell Phone:

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Program:

Year (in 2017-18)

- First       Second       Third       Fourth       Fifth+ or Graduate Programs
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Please indicate your Career Services Ambassador availability and your event preference:

- Fall 2017 promotions and possible evening events – September and October
  - Winter 2018 promotions and possible evening events – January
  - Career Fair - September 26, 2017
  - Engineering and Technology Fair - October 17-18, 2017
  - Summer Job Fair January 23, 2018
  - Engineering and Technology Fair - January 24, 2018
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Please answer the following questions in 2-4 sentences.

1. Do you have previous extracurricular experience, or any experience planning or assisting at events/fairs, and what were your duties in this role?

2. What tasks would you like to undertake as a Career Services Ambassador, and what experiences and skills would you like to gain by fulfilling this role?

Thank you for your interest in becoming a Career Services Ambassador!

With notification of your interest in being a Career Services Ambassador, you will receive a follow-up email to determine your availability for the major events.

Please return this completed form by email to [br1@queensu.ca](mailto:br1@queensu.ca).

If you have any questions or concerns, please contact Barbara Russell at (613) 533-6000 ext. 78397.