Augustana Advancement Ambassador Program

**Purpose Statement:** As representatives of our exceptional student body, the Augustana Ambassador Team will strive to advance the efforts of the College by providing outstanding customer service and support for Advancement activities, strengthening relationships with constituents, sharing the Augustana story, and working in concert with the Advancement Staff to enhance the Augustana brand experience for each guest.

**Ideal Candidates:**
- Possess excellent communication and interpersonal skills
- Exhibit attention to detail and strong customer service skills
- Are always polite, courteous and well-presented
- Have refined time management and organizational skills (i.e., timely and dependable)
- Are actively involved in campus activities and organizations
- Function independently and as part of a team
- Have the ability to react decisively and with good judgment to problems and be adaptive to changing situations

**Responsibilities and Duties:** *As part of the Ambassador Program, each team member is responsible for a variety of duties that may include, but are not limited to:*
- Attending events and scheduled meetings with donors
- Serving as a spokesperson to alumni, donors, and friends of the College
- Being a representative of the Advancement Office to the student body and campus community
- Assisting in the planning, preparation, execution, and hosting of College events both on and off campus
- Assisting with ticket sales and box office duties
- Providing last-minute logistical, housekeeping, or production needs support
- Maintaining dialogue between the team and other members of the staff using several forms of communication, including paper, electronic, and wireless systems
- Being available to volunteer
- Helping with special projects, as needed
- Other duties, as assigned

**Benefits:**
- Build your resume by gaining hands-on experience in the fields of event planning, fundraising, and networking
- Improve communication skills and cultivate relationships
- Gain a deeper understanding of philanthropy, the Augustana Advancement Office and its role in supporting Augustana
**Compensation:** Tasks and compensation will vary depending on the event and/or need. Ambassadors will be informed of compensation rates before each event.

- A stipend or per hour rate will be provided per event. This will cover time spent setting up, executing, and tearing down each event. It will not include time spent as an event “guest”
- Augustana Box Office hours may be available.
- Additional volunteer hours may be available. This may include time spent at an event as a guest and/or individual meeting with Advancement Office staff and donors.

Applications are available at [www.augie.edu/ambassador](http://www.augie.edu/ambassador) and are due Wednesday, May 6. Interviews will be scheduled for Tuesday, May 12, and Wednesday, May 13. Each applicant will be contacted regarding their application, but not all applicants will receive an interview.

If you have questions or would like more information about this program, please contact Jennifer Meiners in the Office of Advancement at jennifer.meiners@augie.edu.

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**Note:** This [non-work study] position with the Office of Advancement is one of importance to Augustana's mission and active event program. Each student is a direct reflection of the College and is expected to present a positive image to all guests and constituents. This is accomplished through a neat appearance, a pleasant and friendly disposition, attention to detail, and a commitment of time/service to ensure success.