

**Position:** BComm Student Ambassador

**Department:** BComm Academic Success & Advising Centre

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**Apply Here:** [Online Application Submission](#)

### Overview

BComm Student Ambassadors support the BComm Program in conjunction with the BComm Academic Success & Advising Centre in three main areas. Firstly, interacting with prospective students and their supporters at recruitment events on behalf of the Sobey School of Business, providing a student perspective of the business school and the university. Secondly, engaging with current students through new student Welcome events, and resource sessions and workshops hosted by the BComm Advising Centre. Thirdly, representing your major in major-exploration events and individual meetings with current students.

BComm Student Ambassadors must commit to 5-6 events (2-3 hours each) per semester. Events that BComm Student Ambassadors would attend include (but are not limited to), Open Houses (October, November, and February), BComm Majors Exploration sessions, New Student Academic Welcomes (September and January), Understanding Your Degree sessions, and more.

### Duties

- Commit to attending 5-6 events per semester including on Saturdays and evenings and communicate any scheduling issues well in advance.
- Speak on personal experience as a BComm student in one-on-one interactions and in front of large groups.
- Answer questions from prospective students and supporters about the BComm student experience and make thoughtful referrals to other university offices when needed.
- Work with students (prospective and current) in small group activities, encouraging discussion, problem-solving, and participation.
- Discuss your major with current students, provide your personal experience with the major, and aid in comprehension of the program.
- Prepare for events. This includes understanding the agenda, attending event preparation sessions, planning how you would answer common questions, and knowing the time and place of the event.
- Represent the BComm program in a professional manner, maintaining a positive and engaging attitude.
- Be on time and remain in the room/space or online platform for the entire event time until relieved by a member of the BComm Advising Centre team.
- Complete all required training modules or sessions required for the position and attend a performance review at the end of each semester.
- Check preferred e-mail at least once a day for any updates.
- Other duties assigned by the BComm Academic Success & Advising Centre.

## Education & Experience

- Current undergraduate Saint Mary's University student in the Bachelor of Commerce program. **Priority will be given to the following majors: Entrepreneurship, Human Resource Management and Industrial Relations, Global Business Management, Management, and Marketing.**
- In Good Academic Standing; 1.70 CGPA or higher.
- Have a declared major before July 5<sup>th</sup>, 2023.
- Experience and/or familiarity with Saint Mary's University campus life and student supports/services.

## Skills and Qualifications

- Excellent communication, public speaking, and presentation skills in both small and large group settings.
- Interest in representing the Bachelor of Commerce program.
- Interest in speaking with high school students (and their guardians/supporters) and current students about your experiences.
- Demonstrates an eagerness to learn and take the initiative.
- Knowledge and/or sensitivity to issues affecting domestic and international students and their transition to Halifax, Canada, and Saint Mary's University.
- Knowledge of Saint Mary's University's services and resources for students and campus life.
- Students who are a good fit for this position are approachable, knowledgeable, and open to learning about themselves and others.
- Able to commit to 5-6 events per semester, plus training sessions and event preparation sessions, including on Fridays, Saturdays, and evenings.
- Punctual and reliable.

## Benefits of Position

- Paid position (students are paid hourly for events, preparation sessions, and training sessions).
- BComm Student Ambassadors will receive training on skills needed for the position, including presenting, making good referrals, and representing the Bachelor of Commerce program.
- BComm Student Ambassadors will gain experience working collaboratively in the university community, leading to a greater knowledge of the BComm program, the Sobey School of Business, student supports and services, and the university as a whole.
- Ability to gain interpersonal skills and networking opportunities.
- Opportunity to gain leadership experience.
- This position can be done concurrently with other student positions (i.e. teaching assistant, peer coach, peer academic leader, residence assistant, etc.) or other part-time work as long as students are able to commit to the above-mentioned events.
- Resume booster.

## **Personal and Professional Development**

### Student Learning Components:

#### Training and Ongoing Professional Development

- As part of this work experience, you will be asked to participate in training designed to support you in developing the skills needed in the BComm Student Ambassador role.
- Throughout your work experience you will have the opportunity to meet regularly with other BComm Student Ambassadors and your supervisor to set goals and objectives for upcoming events.
- Enhance your understanding of the requirements, procedures, and expectations of the BComm program and your major.

#### Feedback, Ongoing Support, and Reflection

- Once per term BComm Student Ambassadors will participate in a self-assessment and performance review process with their supervisor. In addition, the supervisor provides feedback and support during regularly scheduled meetings as challenges and successes arise.

#### Networking and Mentorship Opportunities

- Opportunity to work alongside professional staff in the BComm Advising Centre, Sobey School of Business, and the Recruitment & Marketing department.
- Opportunity to work alongside and network with faculty teaching in your major.
- Opportunity to work with a vibrant, diverse team of Saint Mary's students.
- Opportunity to establish lasting relationships with student leaders across Saint Mary's University
- Opportunity to learn about, participate, and volunteer in other Saint Mary's and Sobey School of Business activities and events.
- Opportunity to serve as a role model to first-year and incoming students.

#### Personal and Professional Development, Classroom and Workplace Competencies:

- Experience working with the public and developing interpersonal, communication, public speaking, and presentation skills.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with stakeholders, developing and sticking to timelines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Further development of independence and self-reliance, including problem-solving.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback, and meetings with team and supervisor.