Commuter Ambassador Position Description
Academic Year 2018-2019

Each new commuting undergraduate student is assigned a Commuter Ambassador when they enroll at Illinois Tech. Ambassadors are upperclass students who have attended Illinois Tech at least one full academic year. Students are encouraged to meet with their mentors at least twice a month, but maintain contact with them throughout their first year. Each Commuter Ambassador is given a budget to program events both on campus and in Chicago. Commuter Ambassadors are also expected to check up on students both academically and socially.

Terms of Service
- To serve as a Commuter Ambassador Position from May 7, 2018 to May 3, 2019
- To be present for the following dates:
  - Student Life Leader Training: May 7-9, 2018
  - Commuter Ambassador Training: August 8-9, 2018
  - Welcome Week, August 10-20, 2018.
- Aid with Student Leader Selection by assisting with information sessions and Group Process.

Description of Role and Responsibilities
- Create positive, strong relationships with Commuter students. Provide resources, build community, and engage with Commuter students through a variety of interactions.
- Assist Commuter students in becoming active and engaged members of the Illinois Tech community.
- Attend all training that is required for the position: Student Life Leader (May 9-10), Commuter Ambassador training (August 8-9), and a semester-based cohort SLL training.
- Outreach to first-year Commuter students in crisis.
- Check-in with your Commuter Ambassador group once per week.
- Facilitate on and off campus outings with your group, working to meet together once a month.
- Meet with OCL supervisor for a scheduled check-in once a month
- Serve as a First-Year Ambassador: promote and attend the events that are sponsored by First-Year programs and the Commuter Student Association.
- Attend required Welcome Week activities (Commuter Ambassador Meet & Greet, Tech Gives Back, etc.) and Campus Life initiatives (Family Weekend & First Year Experience)
- Perform all administrative tasks as defined by the OCL supervisor.
- Other duties as assigned.

Position Requirements
- Be a registered, undergraduate student at Illinois Tech in good academic and behavioral standing and to maintain a minimum 2.5 GPA during the employment period.
- Display strong interpersonal communication and leadership skills as well as the potential to develop these skills.
- Possess the ability and desire to work with diverse individuals and promote inclusivity within your Commuter Ambassador group and with other Commuter Ambassadors.
- Complete all duties described in the Commuter Ambassador position description, as well as additional duties designated by your supervisor or Campus Life Staff.
- Attended Illinois Tech for at least 1 full year (2 semesters).
- Abide by all expectations set by immediate supervisor.

If at any time you have questions regarding any requirements, the application process, please contact The Office of Campus Life at campus.life@iit.edu or 312.567.3720.