Commuter Ambassador Position Description
Academic Year 2019-2020

About 30% of Illinois Tech students commute to campus – because of this, it is vital that they feel welcomed and a part of the Illinois Tech community. Each new commuter student is assigned a Commuter Ambassador when they enroll at Illinois Tech who acts as a mentor to them and serves as a connection to the university. Commuter Ambassadors are expected to communicate with their students throughout their first year – through both in-person and email contact – to check up on them both academically and socially. Each Commuter Ambassador is given a budget to program events both on campus and in Chicago to create a sense of community amongst commuting students. Successful Commuter Ambassadors often possess the following characteristics:

- Strong Communication Skills
- High Accountability
- Organization
- Enthusiasm
- Professionalism
- Relatability to others
- Strong Interpersonal Skills
- Open-minded towards diverse cultures, ethnicities, lifestyles, and backgrounds

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 and communication styles
  - Assist commuter students in becoming active and engaged members of the Illinois Tech community
- Act as a mentor to commuter students
- Serve as a positive representative of the university to commuter students
- Portray Illinois Tech, its policies, agencies, services, and Campus Life in a professional manner to new students and their families and supporters
- Outreach and support to first-year commuter students in crisis
- Check-in with your commuter students once per week (via group email)
- Serve as a First-Year Ambassador
  - Promote and attend the events that are sponsored by First-Year programs and the Commuter Student Association
- Facilitate on and off campus outings with your group twice a semester
- Assist students in becoming active and engaged members of the Illinois Tech community
- Meet with OCL supervisor for a scheduled check-in once a month
- Attend and participate in required Welcome Week activities and Campus Life Initiatives (Family Weekend & First Year Experience)
- Perform all administrative tasks as defined by the OCL supervisor
- Other duties as assigned

Terms of Service - *Dates are subject to change*

- Serve as a Commuter Ambassador from May 13, 2019 to May 8, 2020
  - To be present for the following dates:
    - Student Life Leader Training: May 13-14, 2019
    - Commuter Ambassador Training: August 10-11, 2019
- Aid with Welcome Week activities and programming
  - To be present for the following dates:
    - Welcome Week: August 12-19, 2020
- Aid with Student Life Leader selection by assisting with information sessions and group process
  - Late Fall 2019-Spring 2020
Position Requirements

- Attend and participate in all training that is required for the position
- Be a registered, undergraduate student at Illinois Tech in good academic and behavioral standing
  - Maintain a minimum 2.5 cumulative GPA during the employment period
- Attended Illinois Tech for at least one full year (two semesters)
- Complete all duties described in the SOAR Leader position description, as well as additional duties designated by your supervisor or Campus Life staff
- If emailed by supervisor or Campus Life staff that requires a response, respond within 24 hours
- Be on time, present, and engaged for all Commuter Ambassador responsibilities
- Abide by all expectations set by immediate supervisor

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