



The Career & Experiential Learning (CEL) Department supports students across three facets: Career Education, Co-operative Education, and Experiential Learning. The primary role of the Career Ambassadors is to promote the Career and Experiential Learning Department through activities such as class visits, presentations, information sessions, events, and peer-to-peer support. They work closely with CEL faculty and staff to enhance the visibility of the department while acting as a point of contact for students. **Students must be available for the full academic year (fall and winter semesters).**

### **AMBASSADOR RESPONSIBILITIES\***

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\* Responsibilities are spread out over a two-semester commitment and are shared among a team of five Career Ambassadors and two Faculty Coordinators.

- Act as a point of contact for students with questions about Career Education, the Co-op program, and the services, events, and opportunities offered by the Career and Experiential Learning Department.
- Promote CEL through weekly tabling throughout campus buildings.
- Support events with logistics and facilitation in school-wide events (Back to School BBQ, Open House, etc.) and department specific events (Job Fair, Accounting Night).
- Create content for Career Podcast and organize Career Closet clothing exchange.
- Provide preliminary guidance to students on resumes, cover letters, interview skills, career planning, and badging prior to the students' appointment with a CEL Faculty member.
- Conduct classroom visits each semester to promote Career Education, Experiential Learning, Co-op programs and upcoming events such as Job Fair.
- Create and deliver in person information sessions on CEL services and initiatives.
- Attend initial and ongoing Ambassador training as well as planning meetings.
- Create a year-end report detailing activity through the year.

### **BENEFITS AND OPPORTUNITIES**

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- Create new friendships and have fun.
- Financial honorarium provided. **Students receive an \$800 stipend per semester.**
- Opportunity to gain an Experiential Learning Badge: Teamwork, Leadership, or Lifelong Learning.
- Firsthand networking opportunities with students and employers.
- Opportunity to share your Co-op and/or Career Education experience with others.
- Develop an understanding of TRU processes for events and event planning.
- Gain experience with marketing, event planning, and public speaking skills.
- Opportunity to be creative and build a portfolio of the items you create.
- Develop communication, teamwork, and networking skills.
- Develop leadership and project management skills.
- Excellent experience for your resume, and potential for a reference.
- Make great connections with fellow students and employers and have a positive impact on other students.

## Deadline for applications: April 25, 2025

Submit completed applications to the Career and Experiential Learning Department by email to [kpietrusinski@tru.ca](mailto:kpietrusinski@tru.ca) . Please complete this fillable form as your application and include all other attachments in one email. Please put "Career Ambassador Application" in the subject line.

### QUALIFICATIONS

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- **Must be enrolled as a student throughout the academic year (fall and winter)**
- Have utilized Career or Experiential Learning services or have completed a co-op work term.
- Able to commit to mandatory training sessions and meetings. Annual training will occur at the end of August.
- Able to contribute 3 hours per week to the program. Hours may vary throughout the semester.
- A strong desire to help students develop their professional experience and connect students with employers.
- Able to professionally represent the Career and Experiential Learning Department, including the Co-operative Education program, Career Education, and Experiential Learning.
- Familiar with the Career and Experiential Learning Department, its services, events, and programs.
- Punctual and reliable, with excellent organizational skills and strong attention to detail.
- Comfortable with public speaking and interacting with students, faculty, and employers.

### APPLICATION REQUIREMENTS

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- Completed application form, dated and signed
- Video submission (under 5 minutes). The video submission must include the following:
  - I. The impact of the CEL Department on your professional, personal, and academic development (through either Co-op, Career Education, or Experiential Learning).
  - II. The qualities and skills that would make you an excellent Career Ambassador (please include both soft and hard skills).
  - III. One or two ideas you have to promote the opportunities, events, services, and programs in the Career and Experiential Learning Department.
- A detailed action plan (Word or PDF file) on how you would as an Ambassador promote the opportunities, events, services, and programs in the Career and Experiential Learning Department (as indicated in your video submission).
- An updated resume that includes your social media pages and LinkedIn account
- A copy of your unofficial transcript - *must include your cumulative GPA*

Incomplete applications will not be reviewed.

# TRU CAREER AMBASSADOR APPLICATION FORM

## PERSONAL INFORMATION

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Name (first, last) | Student Number

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Gender (optional) | Pronouns (optional)

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Email Address

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Program | Major/Minor | Expected Graduation Date

## CAREER EDUCATION, EXPERIENTIAL LEARNING AND/OR CO-OP EDUCATION EXPERIENCE

To help us better understand your connection with the Career and Experiential Learning Department, please check all that apply:

- I have met with a Faculty Coordinator from Career Education, Experiential Learning, or Co-op
  - I have a Career Connections account, and I have used Career Connections to book an appointment, register for an event and/or search for jobs
  - I am a Co-op student in good standing
  - I have completed \_\_\_ Co-op work terms      Date(s): (e.g. Summer 2023)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have volunteered and/or attended Job Fair  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in the Career Mentoring program  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in Employer/Networking Events  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - I have participated in the Experience More Program  
Years: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  - Other (please describe)
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**AVAILABILITY**

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- I will be enrolled as a student on campus during the academic semesters of Fall 2025 and Winter 2026
- I can contribute on average 3 hours per week as an ambassador
- I will attend the mandatory training sessions (last week of August) and will attend all ambassador meetings (meeting time TBD at the beginning of semester)

**REFERENCES**

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One reference must be a Faculty Coordinator from the Career and Experiential Learning Department and one reference can be a work, volunteer, academic or personal reference.

**Faculty Coordinator Reference** *(to be completed by the referee):*

I recommend \_\_\_\_\_ for the Career Ambassador Program and agree to be called on as a reference.

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Faculty Coordinator Name	Faculty Coordinator Signature	Date
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**Additional Reference:**

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Name (first, last)

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Organization (if applicable)

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Phone | Email

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Relationship to Applicant (eg. work or volunteer supervisor or co-worker, instructor, friend, other [please describe])

**AUTHORIZATION**

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I hereby certify that the information contained in this application is true and accurate.

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Signature	Date
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