



## AMERICAN INDIAN GRADUATE CENTER POSITION CLASSIFICATION AND DESCRIPTION

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<b>POSITION TITLE:</b>	Ambassador Program Manager
<b>CLASSIFICATION:</b>	Exempt
<b>DEPARTMENT:</b>	Student Programming and Research
<b>SUPERVISOR:</b>	Director of Student Programming and Research
<b>GRADE:</b>	

### **Position Summary:**

Under direct supervision of the Director of Student Programming and Research, the primary responsibility of the Ambassador Program Manager is to oversee, manage, and coordinate the organization's Ambassador Programs and its various components, including but not limited to, American Indian Graduate Center's high school ambassador program, alumni ambassador program, and leadership ambassador program.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Collaborate with stakeholders to design and support implementation of innovative programs/activities that enhance leadership, academic and professional development for Scholars and Alumni.
- Administer a variety of Scholar and Alumni engagement programs and activities including event planning, curriculum development and implementation, including workshops, webinars, online models and community visits.
- Develop and maintain programs geared at engaging and training ambassadors to represent and promote AIGC to external audiences.
- Develop, maintain, and update ambassador toolkits that provides participants information about AIGC and how to engage with the organization.
- Develop training and talking points for ambassadors to use while engaging with various stakeholders and communities.
- Collaborate with Development team to plan and develop a yearly scholar and alumni engagement event.
- Assist with planning and developing a yearly scholars' leadership summit.
- Represents AIGC, with respect to program activities, on a local, regional, and national basis. Attends and participates in individual and group presentations and other information dissemination sessions, provides orientation to visitors, parents, and tribal representatives.
- Plans, recruits, and serves on the selection committee for special projects highlighting student success and achievement.
- Maintains a comprehensive knowledge of policies and procedures, as outlined in all student programming contracts.
- Assist with planning, developing, and coordinating special projects and other initiatives.
- Serves on Student of the Month/Year selection committee.
- Serves/participates on select boards and advisory committees to increase visibility, advocacy,

networking, and fundraising for AIGC.

- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff, and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

### **Minimum Qualifications**

Master's Degree preferred, Bachelor's Degree in related field required, plus two years of experience in education, student services and research; or equivalent combination of education and experience.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

### **Knowledge, Abilities, Skills and Certifications:**

- Knowledge of American Indian History, culture, and tribes.
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to follow oral and written instruction.
- Ability to handle multiple tasks and meet deadlines.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with coworkers at all levels.
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Ability to analyze, assess and interpret quantitative and qualitative data sets.
- Strong presentation skills
- Excellent written and communication skills
- Excellent organizational skills and ability to multi-task
- Self-motivated and self-directed
- Experience in working with diverse students
- Knowledge of educational access and retention strategies
- Experience working with students who are at-risk
- Familiarity with postsecondary institutions and their structures
- Experience in leadership, teamwork and team-building
- Experience in providing student service and with developing and implementing curriculum and leadership development programs
- Experience with event planning and project management
- Experience with public speaking and group facilitation
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).
- Excellent analytical, organizational and communication (written and oral) skills
- Ability to multi-task and pay close attention to detail
- Highly motivated and self-directed

- Strong interpersonal skills and ability to develop positive collaborative relationships within and across divisions.
- Ability to leverage social networks and platforms.
- Ability to administer surveys for scholar satisfaction

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 25 pounds.

**Work Environment:**

Work environment is split between an office setting with a moderate noise level and significant campus-based responsibilities at various institution within a geographic region requiring overnight travel. Travel is also required for training, meetings, conferences, presentations, and other events. Work hours may include some evenings and weekends.