

<b>Employee Name</b>	
<b>Position Title</b>	<b>Student Ambassador Council Member</b>
<b>Business Unit</b>	<b>GEAR UP</b>
<b>Function of Position</b>	The Student Ambassador Council member's primary responsibility is to attend and participate in Student Ambassador Council meetings and related activities. Members are also expected create short videos that document their journey to and through their first year of college.
<b>Position Reports to</b>	Randall Hampton, Postsecondary Transition Coordinator & Student Ambassador Council leader

**The primary working conditions:** Meetings are conducted remotely through TEAMS. Communication outside of meetings takes place via GroupMe, text messages and emails. In-state travel is required once per year to attend the one-day GEAR UP Kentucky Institute for a College Going Culture, which occurs in the spring; mileage for travel is reimbursed.

#### **About the GEAR UP Kentucky Student Ambassador Council**

The purpose of the GEAR UP KY Student Ambassador Council is to provide quality leadership and engagement opportunities for GEAR UP KY high school seniors and first-year college students that elevate student voice in the postsecondary education system.

GEAR UP KY Student Advisory Council members will:

- Provide information (via meetings, digital communication and video) regarding their lived experiences navigating the transition from high school to and through their first year of postsecondary education.
- Provide their perspective on the changing and constant needs of GEAR UP KY students at the secondary and postsecondary levels including but not limited to resources, systemic barriers, policies, and communication.
- Provide ideas/suggestions for GEAR UP services and resources that seek to meet those expressed needs.

Provide ongoing feedback related to existing GEAR UP KY services for the purpose of continuous improvement.

#### **Duties and Responsibilities:**

- Respond to communication from GUK staff related to Council activities and assignments in a timely manner
- Attend and engage in monthly Zoom meetings
- Contribute to group discussions outside of monthly meetings via GroupMe
- Record and upload short videos that document their journey to college (e.g. campus visits, new student orientation, first day of classes, etc.)
- Attend the Institute for a College Going Culture in the Spring.

#### **Qualifications:**

- **High School Seniors (12 positions):** High school seniors are asked to commit to serving on the Council for the duration of their senior year and through their first full year of postsecondary education. To qualify as a Student Ambassador Council member, students must
  - Be an active Student Ambassador in their high school
  - Be nominated by their GUK Student Ambassador peers to serve as their school representative on the Council
  - Be planning to attend a Kentucky college or university in the fall semester after high school graduation
- **College Students (12 positions)** –College students are asked to commit to serving on the Council for the duration of their first year in postsecondary education. To qualify as a Student Ambassador Council member, students must:
  - Attend a Kentucky college or university beginning the fall following high school graduation

- Be identified and recruited by a GUK staff member.
- **All Council members must:**
  - Commit to dedicate the time needed to fulfill the above duties and responsibilities
  - Be respectful to fellow Council members and Council leader.

**Compensation:**

- \$15 per hour for up to 4 hours per month
  - Council members must complete and submit timesheets and provide requested work products (e.g. videos) to the Council leader for approval to receive compensation.