



Office of Undergraduate Research and Scholarship (OURS) Program Ambassador – 2014-15

Position Title: Undergraduate Research Ambassador Program (URAP) Ambassador

Terms: ~8-10 hours per month during the academic year

Job description:

An Undergraduate Research Ambassador is responsible for the promotion of undergraduate research throughout GVSU and larger community (high schools, middle schools, perspective GVSU students) to increase awareness of undergraduate opportunities at GVSU among lower class students. Ambassadors will also help interested students develop the skills needed to embark on undergraduate research, increase number of GVSU students that begin undergraduate research prior to junior year, and increase attendance at the Undergraduate Research Fair and other OURS events.

Responsibilities:

Community Outreach (50%)

Lead classroom discussions on undergraduate research.

Lead information sessions hosted by the Office of Undergraduate Research throughout the year so that prospective scholars not receiving presentations have the opportunity to connect with ambassadors and learn more about research opportunities at GVSU.

Recruit volunteers/scholars for the Office of Undergraduate Research and Scholarship.

Mentor perspective scholars met through presentations or information sessions on an on-going basis.

Develop relationships with external and internal targeted audiences.

Utilize various social media platforms to engage audience in undergraduate research opportunities at GVSU-wide, local, state, and national levels.

Program Assistance (25%)

Attend the Undergraduate Research Fair on October 7th, 2014 to provide event support and participate in a student panel.

Attend Student Scholars Day and provide assistance to the office by engaging students, attending poster presentations, and recruiting, managing, and assisting volunteers.

Other Duties as Assigned (25%)

Attend designated meeting times and additional training sessions as needed.

Attend designated workshop/panel/information session days as needed.

Attend presentations sessions put on by Director and Graduate Assistant as needed.

Rewards:

The position is designed to provide leadership development opportunities for current and previous undergraduate research scholars.

The Ambassadors will interact with students, faculty and administrative personnel at Grand Valley State University. The community outreach responsibilities of this position are designed to develop and enhance program development skills, organization, problem solving, coordination and interpersonal skills that are vital in student affairs professional leadership positions.

Supervision: Graduate assistants will report to Colin Cumming, Graduate Assistant of the Office of Undergraduate Research and Scholarship and Susan Mendoza, Director of Undergraduate Research and Scholarship.

Compensation: Ambassador Position includes a scholarship of \$250 per semester.