

Job Title

McMaster Engineering Co-op Ambassador: **Application Deadline – June 14th at 12 pm**

About Engineering Co-op & Career Services (ECCS)

Engineering Co-op & Career Services (ECCS) provides career-related education and co-op support to over 7,000 Bachelor of Technology, Computer Science, Engineering and iBioMed students. ECCS regularly organizes and hosts on and off-campus events to connect students with potential employers and has developed an active online presence to market Faculty of Engineering students to employers. Of our co-op employers, 86% had engaged with ECCS during the academic year!

About the Role

Engineering Co-op & Career Services (ECCS) is seeking eager student leaders to assume the role of “Co-op Ambassador” for the 2022-2023 school year. This **part-time volunteer position** will allow students to increase their engagement with peers, employers, and ECCS staff, while strengthening their verbal communication, leadership, and networking abilities.

Responsibilities of the role will include, but are not limited to:

- Remote or Hybrid duties – A combination of remote and in-person activities will be available
- Establish a rapport with ECCS Career Educators to understand the services provided by ECCS
- Promote the services provided by ECCS, share your co-op experiences, and provide mentorship to current and prospective co-op students
- Represent ECCS in a professional manner when greeting and supporting employer partners
- Verbally communicate with students via in-class announcements, booth style presentations, and casual out of class conversations
- Communicate with students electronically (e.g., social media posts, Instagram takeovers, virtual Q&A sessions) about upcoming ECCS events/workshops and employer activities
- Contribute to 1 Ambassador Committee per term. Ambassadors will be selected for committees of interest in Fall term and rotate to a new committee in the Winter term
 - e.g Social Media Committee, Article Writing Committee, Social Committee
- Attend key campus events on behalf of ECCS
 - e.g., Big Return from Co-op Showcase in September, Fall Preview Open Houses in October/November, National Co-op Week in March, May at Mac Open House
- Co-host key employer events with ECCS staff
 - e.g., Employer of the Week, mock interview nights, employer-led professional development workshops (e.g., resume roasts, LinkedIn)
- Describe your co-op experience to external stakeholders such as the Dean’s Advisory Board, distinguished alumni, and university donors
- Contribute to the growth of the Co-op Ambassador program by promoting the opportunity to students across all years and programs

Mandatory Training/Event Dates

1. Synchronous Training and Social Evening – 2nd Week, Fall Semester – Date TBC
2. Asynchronous Training – Social Media/LinkedIn Training – Fall Semester
3. Asynchronous Training – Committee Introduction and Expectations – Fall Semester
4. Big Return from Co-op Showcase – 2nd Week, Fall Semester – Date TBC
 - Booth style, poster presentation about your previous co-op experiences

Why Should I Apply?

This is a **part-time volunteer position** that will require approximately 10-20 hours time per term and does not qualify as a co-op position. Due to the nature of the role, some weeks will be busier than others. Students will be compensated for their time in the following ways:

- Ambassadors who remain engaged for the entire term will be provided with a stipend for the McMaster University Campus Store
- Direct contact with some of our biggest employers (ex. AMD, Aecon, Suez, Linamar, IBM, Rogers)
- Stronger co-op employability by building transferable skills over an 8-12 month period
- Stronger relationship with ECCS staff who have connections to over 2000 employers worldwide
- End of year celebration
- Certificate of completion and appreciation for participating in the program
- Upon request, a written letter of recommendation from the Ambassador Program Lead(s)

Who Can Apply?

We are seeking at least 1 co-op ambassador for each of the following undergraduate programs:

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| <ul style="list-style-type: none"> ▪ BTech – Automation Engineering Technology ▪ BTech – Automotive & Vehicle Engineering Technology ▪ BTech – Biotechnology ▪ Chemical and Bioengineering Co-op ▪ Chemical Engineering Co-op ▪ Civil Engineering Co-op ▪ Computer Engineering Co-op ▪ Computer Science Co-op ▪ Electrical Engineering Co-op | <ul style="list-style-type: none"> ▪ Engineering Physics Co-op ▪ Integrated Biomedical Engineering & Health Sciences (Engineering Stream) Co-op ▪ Integrated Biomedical Engineering & Health Sciences (HESE Stream) Co-op ▪ Materials Engineering Co-op ▪ Mechanical Engineering Co-op ▪ Mechatronics Engineering Co-op ▪ Software Engineering Co-op |
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We are also seeking 1 co-op ambassador to represent all graduate level programs.

Position Eligibility

Successful applicants will assume the role of Co-op Ambassador from September 2022 to April 2023. Applicants may be on a co-op work term during the 2022-2023 school year; however, they must inform the Ambassador Program Lead(s) as it may affect their ambassador duties. To apply, the applicant must:

- Be currently enrolled in the McMaster Faculty of Engineering and be in good academic standing
- Complete at least 1 registered co-op term by September 2022
- Be eager to build strong relationships with students, ECCS staff, and employers
- Possess excellent leadership skills and strong verbal/written communication skills,
- Be comfortable with public speaking (small and large groups)
- Possess qualities of professionalism and empathy
- Have experience with key social media platforms (LinkedIn, Instagram, Facebook, Reddit, etc.)
- Experience with event hosting would be an asset
- Experience with distributing information via a variety of social media and communication platforms would be an asset

Questions

Please contact the Ambassador Program Leads (Sam Stewart – stewas32@mcmaster.ca, Elysia Somogyvari – somogyve@mcmaster.ca) with any inquiries.