

Job Title

McMaster Engineering Co-op Ambassador: **Application Deadline – Monday, 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. In 2020, ECCS helped over 2200 students complete over 3500 co-op work terms across the globe. Of these co-op employers, 86% had engaged with ECCS during the 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 2021-2022 school year. This **part-time position** will allow students to increase their engagement with students, employers and ECCS staff while strengthening their verbal communication, leadership, and networking abilities.

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

- Establish a rapport with the ECCS Career Development and Relationship Managers (CDRMs) to better understand the services provided by ECCS
- Promote the services provided by ECCS, share your co-op experiences with, and provide mentorship to current and prospective co-op students
- Represent ECCS in a professional manner when greeting, speaking with, and supporting employers
- 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 and workshops, employment and volunteer opportunities, and upcoming deadlines
- 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, Engineering Career Carnival in November, National Co-op Week in March, May at Mac Open House
- Co-host key employer events with ECCS staff
 - e.g., Career Fair, 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 members, distinguished alumni, and university donors
- Propose ideas for student or employer focused events to the ECCS staff
- 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. Introductory Training and Social Evening – 1st Week, Fall Semester – Date TBC
2. Asynchronous Training – Social Media/LinkedIn Training – Fall Semester
3. Big Return from Co-op Showcase – 2nd Week, Fall Semester – Date TBC
 - In a booth style, co-op ambassadors will present a poster about a previous co-op experience to large groups of students (may be virtual)
4. Second Year Choice Fair – Winter Semester – Date TBC

Why Should I Apply?

This is a **part-time 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, for Fall term and Winter term
- 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
- Access to professional development events (paid for by ECCS) in areas relevant to the co-op ambassador role
- Stronger relationship with ECCS staff who have connections to over 2000 employers worldwide
- End of year celebration
- 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 July 2021 to April 2022. Applicants may be on a co-op work term during the 2021-2022 school year however they must inform the Ambassador Program Lead(s) as it may affect their ambassador duties. In order 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 2021
- Be eager to build strong relationships with students, ECCS staff, and employers
- Possess excellent leadership skills, a positive attitude, strong verbal/written communication skills, 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. Event planning is not necessary.
- Experience with participating in structured communication activities would be an asset.

Questions

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