

Job Title

McMaster Engineering Lead 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 two eager student leaders to assume the role of “Lead Co-op Ambassador” for the 2021-2022 school year. Lead ambassadors will also work with the Ambassador Program Lead(s) during Summer 2021 in preparation for the upcoming school year. This **part-time, paid position** will allow the successful candidates to guide the co-op ambassador team, while directly supporting ECCS goals, and reporting to the Program Leads. The lead ambassadors will strengthen their organizational, planning, social media, and leadership abilities.

Lead Co-op Ambassador Responsibilities

- Work collaboratively with Ambassador Program Lead(s) to plan and deliver mandatory Co-op Ambassador training (Direct and Asynchronous)
- Deliver engaging communications, instructions, and requests to the Ambassador Team using a dedicated MS Teams Group
- Manage the event sign-up process for Co-op Ambassadors and the selection process to ensure Ambassador participation is equitable and fair.
- Track Co-op Ambassador class schedules to determine availability for various activities, as well as their overall attendance at events and contributions to social media
- Provide regular updates to Ambassador Program Lead(s) in biweekly meetings
- Identify and co-organize opportunities for ambassadors to engage directly with the student body e.g. information booths on campus, virtual Q&A sessions, etc
- Work with the Co-op Social Media Ambassador to develop an effective communication plan to engage the student body.
 - This includes: Planning Instagram takeovers, Reddit AMA's, Article Writing, etc
- Propose ideas for Co-op Ambassador professional development opportunities during the fall and winter terms
- Organize bi-monthly social events for Co-op Ambassadors to build team rapport
- Propose ideas and collect suggestions from Co-op Ambassadors for student or employer focused events
- Collect formal and informal feedback from Co-op Ambassadors and fellow students about the program to enable continuous improvement
- Order and distribute uniforms and other merchandise to Co-op Ambassadors
- Maintain the Co-op Ambassador Google Drive and email account
- Work collaboratively with Ambassador Program Lead(s) to update the Co-op Ambassador website

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 **part-time, paid** position will require approximately 40-50 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:

- The position will require approx. 20 hours of voluntary contributions during July/August
 - Rewarded with ECCS funded professional development course(s) in Leadership Training
- An hourly wage will be provided in the Fall/Winter terms
- 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 members who have connections to over 2000 employers
- End of year celebration
- A written letter of recommendation from the Co-op Ambassador Program Lead(s)

Position Eligibility

We are seeking 2 Lead Co-op Ambassadors to work closely with a large team of Co-op Ambassadors. 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.

Successful applicants will assume the role from July 2021 to April 2022. In order to apply, the applicant will:

- Ideally, candidates will be eligible for the [Work-Study Program](#)
 - Candidates who are not eligible for the Work-Study Program will still be considered
- Be currently enrolled in the McMaster Faculty of Engineering as a full-time student 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 event planning, organizational, and leadership skills
- Possess strong verbal/written communication skills
- Have experience with key social media platforms (LinkedIn, Instagram, Facebook, Reddit, etc.)
- Be able to quickly adapt to changing circumstances
- Demonstrate strong decision-making abilities
- Possess qualities of professionalism, equality, and empathy
- Experience with developing communication strategies would be an asset
- Experience leading teams/projects would be an asset
- Knowledge of team management software (e.g Slack, Microsoft Teams, etc) would be an asset

Questions

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