Purpose of the Community Ambassador program

The goal of the Community Ambassador (CA) program is to create a more cohesive off-campus community by implementing community strengthening activities, acting as a liaison between students and the University and community, and acting as a resource for students in the University District community. CAs will distribute resources and information and collaborate with University, City, and Community stakeholders to provide relevant resources for students living in the University District. CAs will meet neighbors, plan events to help neighbors meet each other, and learn independent living skills and healthier living strategies as well as responsible and positive citizenship behaviors.

The following are examples of Community Ambassadors’ activities, responsibilities, and associated outcomes:

1. Community Ambassadors will each plan activities that encourage students on their street to meet each other. When neighbors know each other:
   - They are more likely to respect each other and behave in a manner more conducive to community living
   - They are more likely to be aware of suspicious persons and potential crime situations
   - They may feel more connected to the neighborhood and be more likely to take part in solutions to issues it faces
   - They have greater potential to develop a sense of pride about their neighborhood

2. Community Ambassadors distribute resources, information, and educational materials regarding campus activities, neighborhood events, and off-campus living information. Students who are more informed:
   - Are more likely to have a greater sense of confidence regarding off-campus living
   - Will be more successful at navigating the tenant/landlord relationship
   - May be more engaged with campus and neighborhood life
   - Have more positive feelings about their community

3. Using their own experiences and perspectives as related to living in the off-campus neighborhoods and creative cooperation with the neighborhood, Community Ambassadors will plan activities that build community among the residents of the off-campus area. Community building results in:
   - Pride for the area in which residents live and a sense of excitement and enjoyment
   - Socially responsible and respectable behaviors being valued
   - Open discussion of important issues affecting the community
   - Residents feel more comfortable in their neighborhood
**Job Function**

**Community Ambassador Summary of Duties:**

**Community Outreach and Marketing (40%)**
- Distribute information/resources and marketing materials via multiple modes (ex: newsletters, emails, programs, distributing fliers, door-to-door community building, etc.) to students living off-campus

**Programming and Planning (30%)**
- Plan, execute, market, and evaluate community-oriented events, programs, services, and projects for individual streets and the larger off-campus community
- Attend and staff the community events and programs

**Staff and Administrative Duties (30%)**
- In-office work and meeting time preparing materials and for events
- Attend weekly staff meetings and scheduled one-on-ones with supervisor(s)
- Research, collect, and compile relevant resources
- Represent off-campus students and the Community Ambassador program on designated university committees
- Collaborate with University, City, and Community partners
- Other duties as assigned

**Desired Education/Skills/Experience:** An ideal Community Ambassador candidate will be a resident of the off-campus neighborhoods for the intended period of employment. They should exhibit strong organizational skills, an outgoing assertive personality, the ability to work in groups, an appreciation for collaborating with others, the ability and desire to work with diverse populations, and be goal-oriented. Candidates must be comfortable working outside and have strong written and verbal communication skills. It is helpful that candidates express interest in and some experience with community building, volunteering, or service-learning experiences and have a sense of the issues that confront off-campus students.

**Compensation:** First year Community Ambassadors will earn $8.30/hour. Community Ambassadors are responsible for approximately 10 office hours per week, which includes preparing materials, marketing, programs, etc. in teams and independently. Additional hours for program facilitation and coordination will also be expected as needed.
Application Process

Completed applications are due to Off-Campus and Commuter Student Engagement, 3106 Ohio Union, 1739 N. High Street, Columbus, OH 43210 (please check http://offcampus.osu.edu for application due dates).

The application process consists of completing the following:

1. **Submission of application form** (below)
   The web application can also be downloaded (PDF) and submitted in hard copy.

2. **Receipt of one completed reference form**
   Reference forms are to be downloaded, printed and given to your reference. Your reference may return the form directly to OCCSE (address and fax number included on the form) by the application deadline. Your application will not be considered completed until the reference form is received. Reference forms should be completed by someone with whom you have worked who can speak to your work ethic, interest in community building, ability to relate to others, etc. Supervisors past or present, teachers, faculty, pastors, advisors, volunteer coordinators, etc. make good reference choices. Personal friends and family members do not make good reference choices.

3. **Submission of a resume**
   You may send or deliver your resume to Off-Campus and Commuter Student Engagement in room 3106 Ohio Union, 1739 N. High Street Columbus, OH 43210 or Attention: Tracey Walterbusch. Your application will not be considered complete until the resume is received.

4. **Successful Interview with Off-Campus and Commuter Student Engagement Staff**
   You may be contacted for an interview after receipt of your complete application (application form, resume, and reference).

For more information on the Community Ambassador program, or if you have any questions, feel free to contact the Program Coordinator, Tracey Walterbusch at walterbusch.1@osu.edu.

Thank you for your interest in the Community Ambassador program, and we look forward to hearing from you soon!
Applications can be submitted to the office of Off-Campus and Commuter Student Engagement, 3106 Ohio Union, 1739 N. High Street (please visit offcampus.osu.edu for deadline information). Please limit each essay response to no more than 300 words; please attach additional sheets. We will contact you soon to set up an interview time.

NAME: ____________________________________________

CURRENT ADDRESS: ______________________________________________________

PHONE: __________________ EMAIL: __________________

YEAR/RANK NEXT YEAR: __________________ MAJOR: __________________

DO YOU HAVE ABOVE A 2.5 GPA? (Circle one)   YES   NO

PROPERTY MANAGER/OWNER FROM WHOM YOU WILL RENT NEXT YEAR: ________________________________

ADDRESS FOR NEXT SCHOOL YEAR: __________________________________________________________

HOW CAN YOU BE CONTACTED THIS SUMMER?

MAILING ADDRESS: __________________________________________________________

PHONE: __________________ EMAIL: __________________

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Essay Questions

1. Please provide a STATEMENT OF INTENT outlining the following:
   - Why you want to work as a Community Ambassador
   - Biographical information highlighting your involvement with community work in the past
   - Qualities you think are important to being a successful community builder
   - Why you would be a good fit with the Community Ambassador program

2. Please describe positive and negative aspects of living in the University District at The Ohio State University.

3. What is the best way to get students to buy in to the mission and goals of the Community Ambassadors?

4. As a Community Ambassador you will write articles for your street to be included in the “Off-campus Update” newsletter. Write a sample article for an off-campus newsletter addressing students who live on your street. The street does not have to be specific, but be creative and find information you think might be relevant to students living in the University District. Good articles will be informative, well written, engaging, and demonstrate a balanced perspective between being a student relating other students and an ambassador working with a university program. Articles should be no less than 400 words in length and may exceed 500 words.
Community Ambassador
Reference Form

Community Ambassador candidate name (please print): ___________________________

Candidate’s email address: __________________________________________________

The above named applicant retains the right of access to this document unless they sign the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of Community Ambassador. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant Signature ___________________________ Date ____________________

To the Evaluator: The student listed above is applying for the position of Community Ambassador at The Ohio State University. If chosen, this student would work to build stronger community among students residing in the off-campus area by facilitating street meetings, disseminating information, contacting students regularly and planning community projects/events. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. Please comment on the capabilities of this individual based on your interactions; submit additional sheets where needed. Thank you for your assistance in our selection process.

Name of Reference: ______________________________________________________

Phone: ___________________________ E-mail Address: ________________________

I know this applicant: [ ] Very Well [ ] Well [ ] Casually [ ] Not Well Enough to Rate

Please provide information about the applicant in the following areas:

1. What is your relationship to and for how long have you known the applicant?

2. What do you consider to be this applicant’s strongest attributes as a leader?

3. Considering the variety of people skills needed for this position, please describe your impression of this candidate’s ability to engage strangers in conversation, facilitate events, create marketing materials, contribute to as a team member, lend help, etc.
4. What are your observations and impressions of this applicant in relation to his or her sense of professionalism, level of maturity, and ability to work independently?

5. On what qualities does this applicant need to improve?

6. Overall recommendation: (Please mark the continuum)

   Strongly recommend      Do Not Recommend
   5  4  3  2  1

Additional Comments:

Completed recommendations for Community Ambassador candidates are to be returned to below address:

Off-Campus and Commuter Student Engagement
3106 Ohio Union
1739 N. High Street
Columbus, Ohio 43210
Fax: (614) 292-4786
Attention: Tracey Walterbusch

The Ohio State University is an Equal Opportunity/Affirmative Action Employer actively seeking diversity in its staff.