

## **College of Environmental Design Admissions Ambassador Undergraduate Internship Program, Fall 2017-Spring 2018**

**The Office of Undergraduate Advising ♦ 250 Wurster Hall ♦ (510) 642-4943**

### **OVERVIEW**

The College of Environmental Design (CED) is committed to promoting inclusion, social justice, and equity within the environmental design disciplines. Currently, CED is home to the highest percentage of low-income, first generation college undergraduates at UC Berkeley. We also enroll a higher than average percentage of underrepresented students at UC Berkeley.

In alignment with this commitment, we are excited to hire for next year's CED Admissions Ambassador Undergraduate Internship Program for Fall 2017-Spring 2018. This leadership opportunity for undergraduates aids in the college's effort to increase visibility of CED related fields, especially to underrepresented communities, encouraging them to apply to our degree programs.

Ambassadors gain personal and professional skills by reaching out to local, national, and international communities. Outreach will be done through high school and community college visits to Wurster, hosting prospective students on campus, panels, presentations, phone banking, Cal Day, development and use of multimedia tools, and more.

Through training and participation in these outreach activities, ambassadors will also facilitate community building within the college through interaction with fellow undergraduates, graduate students, alumni, faculty, and staff. Ambassadors will work closely with advisors in the Office of Undergraduate Advising.

### **STUDENT LEARNING OUTCOMES**

With commitment and active participation by the ambassadors, the following are the learning outcomes for the internship:

- Ambassadors will enhance conversational, public speaking, and facilitation skills through presentations, group meetings, one-on-one interactions, etc. with prospective students and their families.
- Ambassadors will gain a better understanding of themselves and people from different backgrounds through intergroup dialogue, trainings, readings, and field experience.
- Ambassadors will gain networking skills through interaction with faculty, staff, alumni, graduate students, and various campus departments.
- Ambassadors will increase knowledge of multimedia presentation through the development of recruitment videos, website consultation, fliers, pamphlets, webinars, etc.
- Ambassadors will build upon organizational and time management skills through event planning and overall involvement in the program.

## REQUIREMENTS

Ambassadors are expected to actively participate in the following:

- Weekly two hour meeting/ training workshops on Monday evenings at 6pm for Fall 2017 & Spring 2018
- All-day training retreat in early Fall 2017 and an overnight training early Spring 2018
- Management of one project throughout Fall 2017
- Participation on an ambassador projects throughout Fall 2017 and Spring 2018
- Participation in at least Five outreach (fieldwork activities) throughout Fall 2017 & participation in at least Five outreach or yield activities throughout Spring 2018
- Management of tasks and responsibilities outside of meetings and fieldwork activities (i.e. responding to emails in a timely manner, various assignments, readings, etc.)

## QUALIFICATIONS

We are looking to hire a committed and diverse team representative of all CED undergraduate majors. Various experiences and skills are valued with key interest in students who:

- Are current UC Berkeley CED undergraduates
- Take responsibility for their own learning
- Are open-minded to various perspectives and point of views
- Are sensitive to the experiences of underrepresented groups
- Are timely to meetings and with deadlines
- Respect confidentiality
- Are flexible and motivated to problem solve in unplanned situations
- Have experience and/or interest in developing multimedia marketing tools
- Are comfortable with speaking about personal experiences
- Are able to speak in front of small and large groups

## TO APPLY

To be considered for this internship, please complete and submit the application packet.

A complete application packet includes

1. Application; found on this link (<http://tinyurl.com/CED-AMBASS>)
  - a. Including 350-500 word personal statement
2. A resume submitted via email to [cedambassadors@berkeley.edu](mailto:cedambassadors@berkeley.edu)

Applications and resumes are due: **Thursday, April 27, 2017**