



# AMBASSADOR (FIELD)

## CONFERENCE & EVENT SERVICES

### SUMMER POSITION

### JOB DESCRIPTION

Conference & Event Services provides a wide-range of logistical support for conferences and events hosted at the College of William & Mary. Student Ambassadors will provide support for clients through event coordination, guest relations, and administrative support. Ambassadors will represent the College in a high-visibility position and will have the opportunity to benefit from career development opportunities.

### OVERVIEW

The Conference & Event Ambassadors (CEAs) provide summer support to William & Mary's full-time Conference and Event Services team. Ambassadors will be expected to represent the College to external clients with a high level of professionalism while delivering excellent customer service and event assistance.

### POSITION DESCRIPTION

CEAs in the Field role will contribute to the event coordination process by preparing event materials, housing & meeting spaces, and conducting ongoing guest service. Average tasks will include setting rooms with linen, staffing a group check-in, and inspecting an occupied building for cleanliness and safety. Additionally, these ambassadors will represent the College in a high visibility role as the Information Desk attendant (Sadler Center), providing assistance to clients and campus visitors.

Applicants will need to work well independently and as a collaborative member of a team. The ideal candidate will be organized and efficient with a positive attitude. Ambassadors will have the opportunity to participate in professional development opportunities led by the Cohen Career Center and will be considered for additional Ambassador roles in the future.

### RESPONSIBILITIES



Event Set-Up



Guest Support



Administrative Tasks

### EDUCATION/EXPERIENCE

Undergraduate or Graduate student. Applicants must display a high level of professionalism and organization and a willingness to contribute positivity and a strong work ethic to a team.

### HOW TO APPLY

Applications must be submitted by 5PM on Monday, March 19, 2018 to:  
W&M Conference Services  
wmconf@wm.edu