



# AMBASSADOR (OFFICE)

## 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

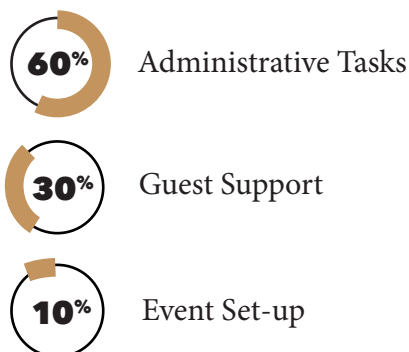
The Conference & Event Ambassadors (CEAs) provide summer support to William & Mary's full-time Conference and Event Services team. Ambassadors will be expected to represent the College to external clients with a high level of professionalism while delivering excellent customer service and event assistance.

### POSITION DESCRIPTION

CEAs in the Office role will contribute to the event coordination process by preparing event materials, processing & tracking office invoices and communications, completing administrative tasks, and conducting ongoing guest service. Average tasks will include inputting client information into conference software, maintaining filing systems, responding to guest inquiries via email and phone, and supporting the full-time administrative staff. 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



### 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