Community Ambassador

Position Responsibilities

Big Picture: Overall Goals

- Be a point of contact & a resource for students living off-campus
- Provide off-campus students with a connection to campus and their local neighborhood
- Inform off-campus students of campus events, city resources and neighborhood programs
- Plan and facilitate programs to build stronger community by bringing students and neighbors together

Personal Goals

- Make a deliberate effort to build a personal connection with neighborhood residents (both NU students and non-students).
- Raise awareness about campus resources and opportunities to stay connected to campus
- Raise student awareness of the local neighborhood & its offerings
- Facilitate a positive off-campus experience through education and personal connections

Learning Outcomes

- Off-campus students who participate in the Community Ambassador program will demonstrate knowledge of tenant/landlord rights and responsibilities.
- Off-campus students who participate in the Community Ambassador program will be able to identify programs and services offered through Off-Campus Student Services.
• Off-campus students who participate in the Community Ambassador program will be able to recognize social responsibility within their respective neighborhoods.

Specific Responsibilities

1. Send biweekly “CA news briefs” about campus and community events to your off-campus community.
2. Maintain the “CA Facebook” page for the off-campus community.
3. Respond daily to questions sent to the CA@neu.edu account.
4. Attend bi-weekly staff meetings.
5. Meet with your Team outside of staff meetings, also bi-weekly.
6. Complete individual weekly log.
7. Make in-person “connections” with neighborhood residents (Student or non-student).
8. Attend a community association meeting in your neighborhood.
9. Work regular service project in your neighborhood with other buddies.
10. Fulfill an “office hour” in Off Campus Student Services. Respond to inquiries and work on your CA news brief.
11. Write an article each month for the monthly E-newsletter sent out by Off Campus Student Services.
12. Support events sponsored by Off Campus Student Services.