



July 11, 2024

### **The Faculty of Graduate Studies Unibuddy Ambassador**

Are you proud to study at the University of Calgary? Are you passionate about your course of study or research, and keen to share your experiences about UCalgary with others? If the answer is yes, you may be interested in applying to be a Faculty of Graduate Studies (FGS) Unibuddy Ambassador for the upcoming Fall 2024– Winter 2025 term (August 26, 2024 – April 30, 2025).

As an FGS Unibuddy Ambassador you will support future graduate students from Calgary, Canada and around the world to make a choice that feels right for them. You will represent UCalgary and your graduate program on Unibuddy, a chat-based platform, and be available to connect with prospective students and applicants, sharing your unique perspective on their questions about your graduate program, student life or the city of Calgary.

Why become a Unibuddy Ambassador?

- Compensated volunteer work (via honorarium/scholarship).
- Flexible hours.
- Will broaden your CV.
- The opportunity to encourage and support future graduate students.
- First chance to volunteer at other FGS events (e.g. Graduate Orientation).

### **Main duties**

1. To represent the University of Calgary, Faculty of Graduate Studies, and your graduate program on the Unibuddy platform.
2. To communicate with prospective graduate students (prospects), and answer questions about study, life and your experience at university.
3. To help prospects find the right information and contact details for particular departments/people at UCalgary.
4. To check your account daily and respond to messages within 24 hours from Monday to Friday.
5. To keep conversations going and build up a friendly relationship with prospects by asking questions and being engaging.
6. To provide an authentic peek into your university experiences through chats, blogs and videos. Popular topics include study, exams, assignments, accommodation, clubs and societies, sports, preparing for university, managing your finances, campus life, etc.

7. To curate and create a total of four engaging content assets, including three smaller asks and one large ask, to contribute to the Faculty of Graduate Studies' community content.
- *Smaller Asks include:*
    - Provide pictures or visual content for social media posts to showcase campus life, events, or student experiences.
    - Write a short testimonial (250-300 words) sharing your personal experience.
    - Answer questions that will be posted on social medial platforms (during a defined period).
  - *Larger Asks include:*
    - Write a short blog (500-750 words) on a topic related to your university experience, such as your favourite spot on campus, extracurricular involvement, or memorable event.
    - Participate in a webinar, sharing your experiences.
    - Take part in a live Q&A session, engaging with prospective students.
    - Participate in a short video project with topics such as:
      - Favourite place to eat on campus.
      - Favourite thing to do in Calgary.
      - A day in the life of a graduate student.
      - What makes UCalgary unique.
      - Finding and working with a supervisor.

*\*The above does not represent an exhaustive list of duties/opportunities associated with this role.*

## **PERSONAL SPECIFICATIONS**

- You must be a current graduate student in good standing at the University of Calgary, with a positive and enthusiastic attitude about the University and the program that you are studying and/or researching in.
- Be a confident communicator who enjoys producing engaging content about the University of Calgary. Public speaking experience is an asset.
- Be flexible and willing to respond to questions quickly and efficiently.
- Be responsible, open and honest in your communications.
- Be proactive in your interactions with prospects, encouraging them to keep the conversation going.
- Be a good role model for prospects, adopting a mature and professional approach to conversations, especially when dealing with difficult or challenging questions.
- Exhibit excellent interpersonal and communication skills, with a strong customer service orientation.
- Demonstrate effective public relations skills.
- Possess cross-cultural sensitivity and awareness. Ability to balance the demands of an academic workload with the requirements of being a Unibuddy Ambassador.

Ambassadors will spend on average **1-2 hours per week** responding to queries, and will be required to attend training, create community content, connect with FGS coordinators periodically, and follow up with final surveys on the experience. It is estimated that an Ambassador will spend a total of 20-30 hours per term. **Please note that Ambassadors may spend about 3 hours within the second and third week of September responding to queries due to the higher volume of messages.**

The pay is an honorarium (scholarship) of **\$500 each/term (Fall 2024 and Winter 2025).**

**Application Deadline: July 26, 2024**

*Please note there are a limited number of Unibuddy Ambassador positions available. We highly encourage students in their second year of their Master's degree and post-candidacy PhDs to apply.*

To apply, please log into [Elevate](#) and search for [Job ID 126048](#).