

Parent & Family Programs
Parent & Family Ambassadors
2023-2024
Position Description

POSITION TYPE

Paid Position – \$11.50 hourly wage: up to a \$920.00.

POSITION FUNCTION OF PARENT & FAMILY AMBASSADORS

Parent & Family Ambassadors serve as student members of the New Student & Family Programs staff and work collaboratively to assist parents and family members in their student's successful transition to the University of Arkansas. Parent & Family Ambassadors assist in the planning and implementation of Parent & Family Programs events, and supervise staffing needs outlined by New Student & Family Programs.

ORGANIZATIONAL STRUCTURE

All Parent & Family Ambassadors report to the Assistant Director and Graduate Assistant of Parent & Family Programs. Parent & Family Programs is a programmatic branch under our main office, New Student & Family Programs (NSFP).

DESIRED SKILLS/CHARACTERISTICS

- Ability to work in a fast-paced environment
- Ability to work collaboratively with units
- Excellent oral communication and interpersonal skills
- Ability to contribute to a diverse and inclusive environment
- Ability to lead and oversee others
- Strong organization skills

EDUCATION/EXPERIENCE REQUIREMENTS

- Current University of Arkansas student
- (1) full semester at the University of Arkansas Fayetteville (minimum 12 credit hours)
- A minimum of a 2.25 overall cumulative grade point average at the time of application and maintain a cumulative and semester GPA of 2.25 if selected.
- No student may apply for or hold a Parent & Family Ambassador position while on academic or disciplinary probation.

Parent & Family Ambassador Selection

INTERVIEW

Applications close on February 17, 2023. Parent & Family Ambassador interviews will be conducted in February 2023. Candidates will select a time slot to interview with Parent & Family Programs staff. An email with instructions will be sent to each candidate closer to time.

Parent & Family Ambassador Hourly Breakdown

DATES/HOURS OF EMPLOYMENT: TIME COMMITMENTS

The following is an outline of expected time commitments and expectations for Parent & Family Ambassadors. These are all subject to change.

March 2023	New Employee Dinner - 2.5 hrs Training - 1.5 hrs	4 hours
April 2023	Spring Family Reunion - 5 hrs NSFP Staff Training - 8 hrs Diversity Leadership Institute - 4 hrs	17 hours
May 2023	Office Hours – 1.5 hrs	1.5 hours
May/June/July/August 2023	New Student Orientation – 16 hrs total between May through August	16 hours
August 2023	Team Meeting – 1 hr New Student Welcome – 5 hr	6 hours
September 2023	Office Hours – 5 hrs Family Weekend – 15 hrs	20 hours
October 2023	Letters to Loved Ones – 6 hrs Office Hours – 1 hr	7 hours
November 2023	Office Hours – 1 hr Razorback Days of Gratitude – 6 hr	7 hours
December 2023	Office Hour – 1.5 hrs	1.5 hours
		80 Total Hours

*Hr stands for hour, hrs stands for hours.

MEMBERSHIP TERMINATION

Parent & Family Ambassadors may be removed from their positions if it is determined that they are not maintaining ethics befitting a professional, not performing satisfactorily, not able to work productively with others, not meeting the minimum GPA and conduct requirements, breaching their ambassador responsibilities, or jeopardizing the success of the program.