

Position Title/Description:	Tiger Talent Ambassador-(TTA): Tiger Talent Ambassadors are a select group of students who represent Career Services and are provided with the unique opportunity to gain extensive hands-on training and experience. Ambassadors develop Leadership and Professional Competencies such as communication, leadership, teamwork, interpersonal and analytical skills which are sought by employers. Participation in all training sessions is required, as well as, completion of the Tiger Talent Professional Development Series.
Typical Duties:	<ul style="list-style-type: none">• Assist students in person, online, and on the telephone• Help students with use of TigerLink• Critique resumes and cover letters online and in person• Participate in outreach activities including information tables, presentations to classes and student organizations, etc.• Help plan and prepare for career-related events, market Career Service's programs, and complete additional career projects as directed by the Career Specialist.• Assist on the day of functions such as Career Fairs, Talent Community events, etc. as directed by Career Specialist• Help the Career Specialist with job postings in TigerLink as directed• Create social media posts as assigned by the Career Specialist• Greet visitors as needed; help with general office duties as assigned by Career Specialist
Minimum Qualifications:	Full-time undergraduate or graduate student <ul style="list-style-type: none">• Sophomore, junior, senior, or graduate student• Minimum 3.25 GPA• Strong interpersonal skills• Excellent written, oral, and electronic communication skills• Demonstrated professional presentation/public speaking skills• Strong detail orientation• Ability to present a professional appearance daily during work hours• Proficiency with Microsoft Office and web-based applications• Able to take initiative to complete assigned tasks and energetically promote Career Services to stakeholders.• Participation in all training sessions is required, as well as, completion of the Tiger Talent Professional Development Series.
Hours Worked:	Tiger Talent Ambassadors typically work 10-12 hours per week during the fall and spring semesters.
Compensation:	\$8.50 per hour.
Selection Process:	Only applicants meeting the minimum qualifications will be considered. Applicants must submit an application, cover letter, resume, and list of three professional references. To apply, please email your cover letter, resume, and list of references to cwoemmel@memphis.edu . Please put Tiger Talent Ambassador Application in the subject line of your email.