Student Ambassador Program

NC STATE

Prior to Event: Career events are scheduled and confimed by staff members. Stephenie W. and/or Brittany L. will share list of employer-facing events through GradLeaders (GL).

Prior to Event: 3 weeks prior to career event, students will be prompted to respond to a reminder email requesting volunteers for ambassador roles.

Is the employer-facing event open to both MBA & GLAM?

Yes → One MBA and one GLAM student ambassador will be assigned

No → MBA event only = two MBA Ambassadors; GLAM event only = two GLAM Ambassadors

Prior to Event: Ambassadors will receive: company rep(s) contact info and initial email communication template.

Prior to Event: Ambassadors will modify template where appropriate, and joint email will be sent from both ambassadors 1 week prior to event. Brittany Lane cc'd for MBA events, Stephenie Wilson cc'd for GLAM events; Brittany and Stephenie cc'd on joint events.

Prior to Event: Parking logistics confirmed by Brittany L. Info will be shared with ambassadors.

Prior to Event: Confirm event location's technology set-up, based on presenter's specifcations

Prior to Event: Employer gift bag is prepped for each company rep; secure bottled water to be offered. Items supplied by Brittany L. and Stephenie W.

Day of Event: Meet guest(s) at the documented time in front of parking lot, and escort to room.

Day of Event: Assist guest(s) with set-up needs and technology accommodations prior to start of presentation.

Day of Event: Introduce guest(s) to student audience and facilitate discussion/Q&A where appropriate.

Day of Event: Provide closing remarks at end of presentation; provide guest(s) with employer gift to thank them on behalf of our program(s).

Following Event: Within 1 week, send hand-written thank you card(s) to guest(s). Stephenie W. or Brittany L. will supply thank you cards, and will manage all employer mailings.