

2023 – 2024 APPLICATION

Study Abroad Global Ambassador & Global Duke Program | Center for Global Engagement

The Global Ambassadors and Global Dukes are the student voices of JMU Study Abroad! As study abroad returnees, they are passionate about sharing global opportunities with the JMU Community.

Global Ambassadors are paid student leaders who work with the study abroad professional staff and hold a specific coordinator position. They serve as the leadership of our student volunteers and spearhead our study abroad peer advising. **Global Dukes** are student volunteers who contribute to study abroad recruitment efforts and help with JMU Study Abroad events. As a Global Ambassador or Duke, you will have the opportunity to talk with incoming and current students about the variety of programs available within Study Abroad and share your own experience to provide context.

You will work in a team environment to create programs, events, or marketing and media plans to get JMU students just as excited as you were when you first decided to go study abroad!

See page 2 for position description details, and pages 3 and 4 for application and next steps. Please visit [our website](#) for more information about the program before applying. *All application materials must emailed to globaldukes@gmail.com by 11:59pm on March 21, 2023.*

☐ **I would like to apply to be a Global Ambassador**

Please indicate which role you are applying for (check all that apply and rank your preferences):

- ☐ Peer Advisor Coordinator
- ☐ Returnee & Stewardship Coordinator
- ☐ Marketing & Design Coordinator

☐ *If not selected as a Global Ambassador, I would like to be considered for the Global Duke position.*

☐ **I would only like to be a Global Duke**

Name: _____

JMU ID: _____

Email: _____

Phone: _____

Anticipated Graduation Date: _____

Class Year: _____

Major: _____

Minor: _____

Study Abroad Program(s): 1. _____
(Program Name)

(City) (Country)

(Study Abroad Term: i.e. Fall 2021, Summer 2022)

2. _____
(Program Name)

(City) (Country)

(Study Abroad Term: i.e. Fall 2021, Summer 2022)

Qualifications

Applicants must:

- Be a current student at James Madison University
- Have completed a study abroad program (JMU, Exchange, or External) before taking a position
- Have a strong passion for Study Abroad and for International Education
- Have leadership experience and/or a sincere interest in developing these skills
- Be reliable, responsible, and able to devote the necessary time to the position
- Be able to represent the office in a professional manner at all times
- Possess strong communication and presentation skills

Global Ambassador Responsibilities

Global Ambassadors will be expected to:

- Help coordinate, prepare for, and staff many of our Study Abroad events, both large and small. These events include, but are not limited to, International Week (September), Study Abroad Week (February), CHOICES, Admissions Open Houses, Pre- Departure Orientations, info sessions and returnee events.
- Assist with advertising and promoting events, creating banners, giving in-class presentations, coordinating outreach activities with other offices on campus, and creating partnerships throughout the JMU community.
- Attend Global Ambassador meetings every other week.
- Assist study abroad recruitment efforts such as tabling on campus, presentations, and events.
- Work approximately 42 hours per semester, compensated with a \$504 stipend each semester.

***Note: As part of the Global Ambassador position, you will be required to attend a mandatory two-day Study Abroad Global Ambassador Orientation, scheduled 9am-3pm on August 21st and 22nd.**

In addition to these responsibilities, Global Ambassadors will be selected to fill **one** of the following coordinator roles. We aim to have two coordinators in each role:

1. Peer Advisor Coordinator(s)

- Primarily responsible for peer advising, tabling, presentations, etc. and coordinating extra coverage and support when needed from other Global Ambassadors.
- Responsible for co-chairing the Global Duke Peer Advisor Committee.

2. Marketing & Design Coordinator(s)

- Primarily responsible for social media marketing and design projects with the goal of advertising study abroad opportunities.
- Responsible for co-chairing the Global Duke Marketing and Design Committee.

* Previous art or graphic design experience (Adobe Creative Suite, Canva, etc.) is preferred. Please include 3-4 samples of previous work in your application.

3. Returnee & Stewardship Coordinators(s)

- Primarily responsible for overseeing and the recruitment of Global Dukes, coordinating events for SA returnees, and working to connect with JMU alumni who studied abroad.
- Be responsible for coordinating monthly Global Dukes meetings.
- Responsible for co-chairing the Global Duke Returnee & Stewardship Committee.

Global Duke Responsibilities

Global Dukes will be expected to:

- Help coordinate, prepare for, and volunteer for many of our Study Abroad events such as International Week, The Study Abroad Fair, Taste of Study Abroad, Choices, Pre-Departure Orientations, Info Sessions, and tabling on campus.
- Complete 5 volunteer hours each semester. Hours can be gained by volunteering at study abroad events, peer advising, giving in class presentations and completing other outreach activities.
- Attend monthly Global Ambassador meetings.

Application Questions

Please answer the following questions:

(Don't stress! We're just trying to get to know you!)

1. Why do you want to be a Global Ambassador and/or Global Duke?
 - a. If applying as a Global Ambassador, what relevant experience do you have related to the coordinator position(s) you have chosen?
2. How have you changed from your abroad experience **OR** what do you hope to gain from your study abroad experience?
3. As a Global Ambassador/Duke, what is **one** idea you would like to implement that could help promote study abroad at JMU? How would you go about implementing this idea?

4. How would your co-workers or friends describe you?
5. We are looking for students with a variety of skills. If selected, what strengths will you bring to the team?
6. Please list any of your anticipated commitments you will have for the 2023-2024 academic year (examples: Employment, Internships/Student teaching, FROG, student orgs, club sports team, etc).

Submitting Your Application and Next Steps

Submit your completed application by **11:59pm Tuesday, March 21, 2023** to globaldukes@gmail.com. If you are applying to be a Global Ambassador, please also submit a resume. If you are applying to the Marketing & Design Coordinator position, please submit 3-4 samples of your previous work with your resume and application. Decisions will be sent via email in April. Should you be selected for an interview, we will contact you to schedule an appointment. If you are currently abroad, we will setup a phone or Zoom interview with you.