Overview

School of Science and Engineering and the Office of Academic Advising are looking for **SSE Online Ambassadors/Advisors** for the academic year 2020-2021. You will use your experience and expertise to support incoming student's transition to college life and navigate the social, cultural, and developmental challenges first years might face. If you enjoy socializing and helping others, this position is right for you. SSE Online Ambassadors advisors will help the school achieving its goal of successful transition of students into new environment and help them overcome any isolation or disconnection they feel during their transition phase.

All the Online Ambassadors/Advisors will be supervised by School. The program is supported by the School's Council on Belonging and Equity. They can be approached at
cbe.sse@lums.edu.pk or maryam_mustafa@lums.edu.pk"

Eligibility criteria

Before you start applying, make sure you thoroughly review the following job description to assess whether you are a good fit for the role

Minimum requirements

- Should be junior or above
- Must be able to commit one semester to this position
- Must be able to work 5-7 hours per week

Preferred inter-personal qualities

- SSE Online Ambassadors/Advisors should be understanding and supporting of the goals of SSE and Office of Academic Advising
- SSE Online Ambassadors/Advisors should be able to balance his/her own academic priorities along with (e) meetings with students assigned to him/her.
- SSE Online Ambassadors/Advisors should be able to set a positive tone for interaction, demonstrate responsibility and respect for others' rights, feelings, lifestyles, gender and diverse backgrounds
- SSE Online Ambassadors/Advisors should have a solution-oriented mindset; can reach out and utilize campus resources to student support.

SSE Online Ambassadors/Advisors Job description

SSE Online Ambassadors/Advisors should be able to assist assigned students in the following domains:

- SSE Online Ambassadors/Advisors should make a Slack app account to stay in touch with incoming freshmen assigned to him/her.
- SSE Online Ambassadors/Advisors leader should inform and update their SSE supervisor twice a month.
- SSE Online Ambassadors/Advisors leader should resolve any arising conflicts or concerns between students
- Serve as a representative of the SSE and Office of Academic Advising.

- SSE Online Ambassadors/Advisors should support incoming students transition to college

- SSE Online Ambassadors/Advisors should refer students to relevant departments whenever applicable
- SSE Online Ambassadors/Advisors should be aware of what constitutes as serious issues and crisis, how to identify and respond to them (harassment, mental health)
- SSE Online Ambassadors/Advisors should serve as liaison between student and SSE and Office of Academic Advising
- SSE Online Ambassadors/Advisors should maintain constant communication and fortnightly check-ins with the students
- SE Online Ambassadors/Advisors should follow up with students' adjustment with online classes
- Respond to queries via email or phone calls.
- SSE Online Ambassadors/Advisors should attend team meetings whenever necessary

Restrictions for SSE Online Ambassadors/Advisors

- Online Ambassadors/Advisors will not guide students about any academic related issue
- Online Ambassadors/Advisors will not guide the students about their course selections
- Online Ambassadors/Advisors will not pass any personal opinion about any course instructor, staff member or any other fellow student
- Online Ambassadors/Advisors will report any harassment issue they come across straight to their school supervisor