



Commuter Ambassador Program Description

The Commuter Ambassador (CA) is an experienced Suffolk University student who is a Para-professional member of the Off-Campus Housing Office (OCHO) within the Enrollment and Retention Division. The Commuter Ambassador is supervised by the Director and Assistant Director of Off-Campus Housing. The Commuter Ambassador helps students transition to college life, serving as a mentor and resource for students who commute to campus.

Primary Responsibilities

- Participate in CA training and development: Training and Leadership Institute.
- Work an average of 6-10 hrs. per week to support university sponsored commuter events (fall, spring and/or summer terms), promote campus traditions, programs and resources.
- Full participation and attendance at the Summer Housing search program.
- Attend regular staff meeting with other CA's and Off-Campus Housing Office professional staff.
- Communicate with assigned first year students prior to their arrival on campus for the fall semester.
- Develop and maintain active contact with an assigned group of first year commuting students.
- Maintains a positive attitude toward others and accepts others whose lifestyles and attitudes are different than their own.
- Able to project a caring, concerned and approachable demeanor in order to facilitate communication and establish positive relationships with commuters, fellow staff members and members of the Suffolk community.

- Serve as a role model and resource for all commuter students.
- Work collaboratively with the Off-Campus Housing Office, Commuter Student Association and Retention Services to help plan, promote, attend, and support educational and social activities/programs.
- Meet programming requirements: identifies programming needs and interests of commuters, coordinate and implement programs and activities, document and report programming activities.
- Is informed about, understands and abides by all Suffolk University policies and procedures.
- Assist in the coordination, maintenance and production of the commuter student publications (e.g. brochure, resource guides and newsletter).
- Complete other duties as assigned

Qualifications

CA must be registered as a full-time undergraduate student during both the fall and spring semesters of the academic year. Applicants must also have been enrolled full time at Suffolk for at least one full year prior to receipt of the award.

Applicants must also have and maintain a minimum cumulative grade point average of 2.8.

CA must be in good academic, financial and social standing with the university.

Compensation

The Commuter Ambassador Program recognizes strong academic performance, leadership, communication and teamwork skills; as well as a demonstrated commitment to promoting and implementing a connection between the commuter student and Suffolk University. The scholarship is \$4200 per academic year, of which \$1800 is posted as a grant to the student's tuition account; and \$2400 is awarded as employment, paid on a bi-weekly basis for hours worked.