



Commuter Ambassador Program Description 2019-20

Commuter Ambassadors (CAs) are members of the Off-Campus Housing Office (OCHO), and are directly supervised by the Director of OCHO. The Off-Campus Housing Office is a part of the Student Affairs Division and the Director reports directly to the Dean of Student Affairs.

The Off-Campus Housing Office (OCHO) is a resource for all students, staff and faculty searching for off-campus housing in the Boston area. The OCHO provides support and assistance to enhance the commuter student experience by offering programs and services that advocate for commuter needs, educate on off-campus living, and increase commuter involvement within the university.

CAs are integral members of the OCHO team. Commuter Ambassadors work to promote academic and intellectual achievement; support personal growth and development; encourage responsible citizenship and community engagement; and both respect and appreciation of diversity.

CAs fulfill many roles in the performance of their duties. They are peer advisors for off-campus and commuter students and make appropriate referrals to campus resources. CAs plan social, cultural, and educational activities for students living off campus, and perform administrative duties as well. Most importantly, CAs are role models, educators, and community builders to the diverse group of students who live off-campus.

CAs are expected to be professional at all times. CAs serve as role models for off-campus and commuter students and should always exhibit appropriate behavior. CAs are expected to know and abide by University policies, be responsible and professional community leaders, and exercise common sense and mature, good judgment in their interactions and relationships with students, staff and other members of the community.

During the Fall semester, CAs connect with first year off-campus students. Connections may occur through meetings, spending time with commuters, bringing commuters to campus/departmental events and sponsoring programs for commuters. The CA is required to plan accordingly for the first six weeks and limit other on/off-campus time commitments. During the Spring semester, CAs will continue to build on the relationships formed, and start to educate students on the transition off-campus, into an apartment.



Responsibilities

CAs will set a good example for commuter and off-campus students by following all University and off-campus policies and modeling responsible and appropriate behavior expected of students living off-campus.

CAs should be known by commuters as an available, approachable, visible and resourceful staff member.

COMMUNITY OUTREACH AND MARKETING (30%)

- Assist in the coordination, maintenance and production of commuter student publications (e.g. brochures, resource guides, newsletters, and social media).
- 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.
- Communicates with assigned first-year students prior to their arrival on campus for the fall semester.

PROGRAMMING (40%)

- Identifies programming needs and interests of commuter students.
- Coordinates and implements programs and activities.
- Documents and evaluates programming activities in a timely manner.
- Encourages commuters to participate in OCHO and Suffolk University community events by communicating the necessary information in a timely manner.
- Attend and staff OCHO community events and programs.

STAFF AND ADMINISTRATIVE DUTIES (30%)

- All CAs are expected to participate in CA Training. CA Training will commence in August for the fall semester. Date is subject to change and will be confirmed with job offers.
- Work approximately 9-10 hrs. per week to support university sponsored commuter events (fall, spring terms), promote campus traditions, programs and resources. In addition to the CA position, candidates may hold one elected officer position in a club or organization. You may also be an active member in a second club or be active in theater/performing arts productions or athletics.
- Develop and maintain active contact with an assigned group of first year commuting students.
- Attend regular staff meetings with other CA's and Off-Campus Housing Office professional staff.
- Serve as a role model and resource for all commuter students.
- CAs should have knowledge of university policies and standards of conduct, student rights, and the conduct process. CAs are expected to abide by all University policies. Violating University policy or breaking the law is grounds for termination.
- Respects and maintains confidentiality regarding commuter issues by not discussing them with other students or inappropriate persons. However, CAs are expected to keep professional members of the OCHO staff, and/or another professional member of the university community, informed about serious or potentially serious/dangerous issues.
- Completes 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 have been enrolled full-time at Suffolk for at least one full year prior to receipt of the award.

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

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

Preferred candidates will have completed their freshman year and be a resident of the city of Boston, Cambridge, Somerville or Brookline for the entire academic year. They should exhibit strong organizational skills, an outgoing assertive personality, have the ability to work in groups, an appreciation for collaborating with others, the ability and desire to work with diverse populations and be goal-oriented. Candidates should have interest in, and some experience with, community building, volunteering, or service learning and have a sense of the issues that confront off-campus students. Candidates should be knowledgeable about the Suffolk campus, its history and resources, and be able to communicate this information to students. Additionally, they should have strong written and verbal communication skills.

Compensation

The Commuter Ambassador Program recognizes strong academic performance, leadership, communication and teamwork skills, and a demonstrated commitment to promoting connections between commuter students and Suffolk University. The scholarship is \$5100 per academic year, of which \$1800 is posted as a grant to the student's tuition account; and \$3300 is awarded as employment, paid on a bi-weekly basis for hours worked.



**SUFFOLK
UNIVERSITY
BOSTON**

Application Instructions: To be considered, you must submit a copy of this application, a personal statement, two reference forms and an unofficial copy of your transcript to:

Yvette C. Velez
Director, Off-Campus Housing Office
73 Tremont Street/7th Floor
yvelez@suffolk.edu

Name: _____ ID #: _____

Mailing Address: _____

Phone #: _____ Email: _____

Currently enrolled as: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Current cumulative grade point average: _____ Major: _____

Previous Employment Experience

Feel free to attach your resume in lieu of the following section

Employer	Dates of Employment	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Extra-Curricular Activities

Feel free to attach your resume in lieu of the following section



Personal Statement

On a separate piece of paper, please prepare a personal statement explaining why you would make a good Commuter Ambassador for the Off-Campus Housing Office. You may include elements from your own experiences living off-campus or commuting, activities that you are involved with at Suffolk, or what you think you could add to the overall commuter student experience here at Suffolk University. This statement should be 1-2 pages in length. Please contact the Off-Campus Housing Office with any questions.

Questions

1. What are some programs or services currently offered by OCHO you find helpful?

2. Brainstorm a list of topics that commuter students would be interested in reading in the OCHO Newsletter?

PLEASE READ AND SIGN

I understand that if I receive a Commuter Ambassador award, I will be required to provide 300 total hours per academic year in the Off-Campus Housing Office. I understand that, if selected, I will meet with Yvette C. Velez, the Director of Off-Campus Housing to establish a mutually agreed upon weekly schedule. I realize that my award may require some evening and/or weekend hours to participate in OCHO or Suffolk University sponsored programs. I understand this schedule will include mandatory training and paperwork requirements. I also realize my award can be revoked at the discretion of my supervisor or the Director of Financial Aid for not honoring scholarship commitments.

DEADLINE: Open, until filled

Signature

Date



Reference Form, Applicant please complete before giving to Evaluator.

Name of Applicant _____

Please check one: I have _____ or I have not _____ waived my right to see this recommendation.

Evaluator name: _____

Evaluator Title: _____

To the Evaluator:

Thank you for taking time to complete this reference form. The name of the person listed above has applied for a position as a Commuter Ambassador (CA) for the Off-Campus Housing Office. It would be helpful in our evaluation of the applicant's candidacy if you would please comment on his/her ability to successfully undertake the responsibilities of this position.

Please return reference form in a sealed envelope with recommender's signature on the seal to the: Off-Campus Housing Office, 73 Tremont Street, 7th Floor, Boston, MA 02108 or as an attachment to yvelez@suffolk.edu.

This form should be returned as soon as possible.

Position Overview

Commuter Ambassadors work to promote academic and intellectual achievement; support personal growth and development; encourage responsible citizenship and community engagement; and promote both respect and appreciation of diversity.

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Please use a scale of 1-5 to rate the following:

1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Excellent

Ability to accept and integrate new ideas: _____

Ability to accept and integrate different values and lifestyles: _____

Ability to communicate effectively: _____

Listening and expressing self: _____

Ability to portray a positive attitude and constructive approach: _____

Aware of own limits; strengths and weaknesses: _____

Reliability; conscientious and takes initiative; sense of commitment: _____

Effectiveness in working with others; respect other's views: _____

Ability to assume a leadership role among peers: _____

Ability to motivate others in a common purpose: _____

Written Evaluation:

Please use the area below to comment on what you see as the applicant's greatest strengths and on any areas where you think the applicant may need to make improvements.

How long and in what capacity have you known this applicant? _____

Please indicate your overall reaction to this person's candidacy for a Commuter Ambassador position:

[] Highly Recommend

[] Recommend

[] Recommend with Reservations

[] Do Not Recommend

Evaluator Signature and Date: _____



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