

BUSINESS HORIZONS 2024

AMBASSADOR ROLES & RESPONSIBILITIES

Ambassadors play a critical role in the success of Business Horizons. They provide mentorship to new participants and assist staff/volunteers behind-the-scenes. Ambassadors have the opportunity to gain additional resume-worthy experience and continue building upon skills as a leader. Up to **six students** will be selected this year. The program fee for Ambassadors is covered by Business Horizons.

IMPORTANT DATES

APPLICATION DEADLINE:	FRIDAY, APRIL 26
SET-UP, TRAINING & MOVE-IN:	SATURDAY, JULY 13
BUSINESS HORIZONS WEEK:	SUNDAY, JULY 14 – THURSDAY, JULY 18
	DRAKE UNIVERSITY, DES MOINES

QUALITIES FOR SUCCESS

STRONG COMMUNICATION SKILLS

Ideal candidates must be able to communicate effectively and in a positive and professional manner with a variety of individuals, in both group and one-on-one situations. Success in this role depends on great customer service.

TEAM PLAYER

Ambassadors should exhibit a spirit of cooperation and an ability to work for group success over individual gain. Individuals who are successful in this position know when/how to appropriately give direction and lead, and when to play a supporting role.

SOUND JUDGMENT

Ambassadors are viewed as leaders and need to model and reinforce mature behavior and solid decision-making that may not always be “popular” with peers but is necessary to help achieve program success. Candidates must be able to problem-solve quickly and complete tasks with little direction.

POSITIVE ATTITUDE & ENERGY

Ambassadors must maintain a positive, can-do attitude throughout each day. They must be able to respond well to high demand on physical and mental stamina. Workdays are often long and start early!

DUTIES & EXPECTATIONS

BH STAFF, VOLUNTEERS & STUDENTS

- Act as a student mentor to all attendees.
- Greet students, speakers, volunteers and guests and answer questions
- Relay information and help guide students, Advisors, speakers and volunteers.
- Meet each morning with BH Staff for a review of the day’s responsibilities.
- Ensure assigned Industry Team is always prepared with materials, speaker gifts, etc.
- Support your Industry Team/Advisors with any needs, as appropriate.

PROGRAM NEEDS & GROUP ACTIVITIES

- Provide program awareness and participant recruitment support in local area.
- Help collect and distribute materials during the program.
- Assist where needed before, during and after program activities (set-up, A/V needs, clean-up, etc.)
- Troubleshoot issues, offer suggestions and help guide your Industry Team as appropriate.
- Maintain organization in “BH Headquarters”
- Be prepared for in-the-moment assignments and other duties as assigned daily

APPLICATION PROCESS ON NEXT PAGE



NEXT STEPS: APPLICATION PROCESS

Please complete the two steps below to apply for a 2024 Business Horizons Ambassador position. Both items must be complete by **Friday, April 26**. These links can also be found on the "Get Involved" page at www.BusinessHorizonsIowa.com under "Student Ambassadors."

1. [Click here](#) to access and complete the 2024 Ambassador Application.
2. Kindly ask an educator, administrator, counselor, coach, director, supervisor, etc. (authority figure who knows you but is not related to you) to complete our [online recommendation form](#) on your behalf by April 26. If you'd like a formal letter from the Business Horizons staff to provide your reference, you are welcome to download one [online here](#).

Questions? Contact Jessi McQuerrey, Program Director, at jmcquerrey@iowaabi.org or 515-235-0570.

