

BUSINESS HORIZONS 2021

AMBASSADOR ROLES & RESPONSIBILITIES

Ambassadors play a critical role in the success of Business Horizons. They provide mentorship to new participants and assist staff and volunteers behind-the-scenes of the program. Ambassadors have the opportunity to gain more resume-worthy experience and are able to 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:	WEDNESDAY, APRIL 28
SET-UP, TRAINING & MOVE-IN:	SATURDAY, JULY 17
BUSINESS HORIZONS WEEK:	SUNDAY, JULY 18 – THURSDAY, JULY 22 CENTRAL COLLEGE, PELLA

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 a strong demand on daily 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 of “BH Headquarters”
- Be prepared for in-the-moment assignments and other duties as assigned daily

APPLICATION PROCESS ON NEXT PAGE



NEXT STEPS: APPLICATION PROCESS

IF YOU APPLIED LAST YEAR

Please contact Jessi McQuerrey, Program Director, at jsteward@iowaabi.org or 515-235-0570 by Wednesday, April 28 to CONFIRM or DECLINE your continued pursuit of an Ambassador position for the 2021 program.

If you wish, you're welcome to update your application information by completing a new Ambassador application at the link below. You may also submit a new recommendation form if you submitted one previously. If not, your previously submitted application and recommendation form will be reviewed for consideration.

**Please Note: If we do not hear from you before April 28, we will assume that you no longer wish to be considered for an Ambassador position.*

IF YOU'RE APPLYING FOR THE FIRST TIME

Please complete the two steps below to be considered for a 2021 Business Horizons Ambassador position. Both items must be complete by Wednesday, April 28. 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 2021 Ambassador Application.
2. Download the "[Ambassador Recommendation Form](#)" and ask an educator, administrator, counselor, coach, director, supervisor, etc. (authority figure who knows you but is not related to you) to complete and submit a recommendation on your behalf by April 28.

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

