

# **BUSINESS HORIZONS 2023**

## **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**

<b>APPLICATION DEADLINE:</b>	<b>FRIDAY, APRIL 7</b>
<b>SET-UP, TRAINING &amp; MOVE-IN:</b>	<b>SATURDAY, JULY 15</b>
<b>BUSINESS HORIZONS WEEK:</b>	<b>SUNDAY, JULY 16 – THURSDAY, JULY 20</b>
	<b>DRAKE UNIVERSITY, DES MOINES</b>

### **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 2023 Business Horizons Ambassador position. Both items must be complete by Friday, April 7. These links can also be found on the “Get Involved” page at [www.BusinessHorizonsIowa.com](http://www.BusinessHorizonsIowa.com) under “Student Ambassadors.”

1. [Click here](#) to access and complete the 2023 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 7.

Questions? Contact Jessi McQuerrey, Program Director, at [jmcquerrey@iowaabi.org](mailto:jmcquerrey@iowaabi.org) or 515-235-0570.

