URC Student Ambassadors
Undergraduate Research Center

Academic Year: Fall 2023 – Spring 2024

Duties/Responsibilities:
Student Ambassadors will work closely with the Faculty Director, the URC Manager, the URC Student Office Assistant, and one another to conduct outreach to Oxy students about the URC programs and represent the URC on panels or other events such as Admissions Open Houses, prospective student days, etc. Compensation will be hourly. There will be a biweekly organizing meeting that lasts around one hour. The duration of events and outreach opportunities will vary throughout the academic year. Student Ambassadors should be familiar with all URC-sponsored student programs, including the Summer Research Program (REAP is a plus) and the Academic Student Projects (i.e. ASP Travel and ASP Conference).

There may be other opportunities for additional work hours helping in the URC office.

Qualifications:
Students who serve as the URC Student Ambassadors must have participated in at least one URC-sponsored program. (ASP, SRP)

Start date: September 2023
End date: May 2024

Work Schedule: A flexible work schedule is needed to represent URC at various events throughout the year including the winter break session. In January 2024 Ambassadors are expected to host virtual info sessions for upcoming Spring deadlines.

Hours Per Week: Varies, 15-20 hours per semester

Starting pay rate: $16.78/hour

To apply, please submit a student employment application, and class schedule along with your CV to urc@oxy.edu.