***JOB DESCRIPTION/JOB PROFILE***

***FOR AHEC AMBASSADORS***

***HCP Ambassador Job Profile –***

* Ambassadors will be expected to be a direct extension of the regional HCP coordinator, having general knowledge of the AHEC system.
* Ambassador responsibilities are not strenuous in nature, but will mostly deal with communication with students, assisting students and the coordinator, and working with meeting organization.
* The nature of each Ambassador’s duties may vary slightly from region to region.
* The Ambassador’s position will be very lenient, given the fact that student classes, student academic duties, student schedules, student extra-curricular obligations, etc… obviously take precedence over AHEC Ambassador duties.
* The position of the Ambassador will be one that will be applied for, therein insuring that the Ambassador will exhibit interest, versus being chosen by a regional coordinator.
* Interested students will be required to complete an application for the Ambassador position.
* Ambassadors will be chosen based on strength of their application, with 1-2 Ambassadors for each grade, 9th – 12th.

***Duties and Responsibilities of Ambassador-***

* Ambassadors will be expected to contact/communicate with the Regional Coordinator on a weekly basis.
* Ambassadors will receive contact lists, relevant to their age group.
* Ambassadors will contact students in case of meeting time change, meeting location change, meeting reminders, etc.
* Ambassadors will be the spokepersons for their grade level, expressing any questions or concerns about the program.
* Ambassadors will be expected to represent the AHEC Health Careers Program in matters relating to political forums in the state of South Carolina.
* Ambassadors will be expected to participate in a statewide ambassador training, which may be located in the region or outside of the region.

***Skills and Specifications –***

* Ambassadors must be diligent and must be able to balance his/her necessary work, his/her school demands, and his/her AHEC duties.
* Ambassadors must maintain respectable character in their community and at their schools.
* Ambassadors must be serious about their duties, as these experiences can later be used on his/her resume.
* Ambassadors should have a general knowledge of computers and basic software. Social Media could become a necessary tool to communicate.

***Education and Qualifications –***

* Students will be in 9th – 12th grade, therefore their previous year’s transcript should illustrate a 3.0 GPA.
* Students will not be allowed to have received any disciplinary actions in the preceding academic year.
* Students must have had at least 1 year of experience in an AHEC system