ACADIA
DIVINITY COLLEGE

College Assistantship: Student Ambassador

Number of Students Needed: 1

Supervisor: You are accountable to the Manager of Recruitment and Marketing.

Description: The Student Ambassador serves as a visible and trusted connection between prospective students and their families, and Acadia Divinity College – sharing firsthand insight into campus life, available programs, and the ADC experience. They support the college's marketing and recruitment efforts directly, seeking to turn interest into enrollment.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

1. Assist with campus tours and on-campus events, taking initiative to serve as a welcoming point of contact for prospective students and their families.

2. Assist where possible with regional recruitment events, including hosting recruitment booths and engaging with prospective students.

3. Keep a finger on the pulse of student life and campus happenings through regular networking with peers, faculty, and staff. Use that insight to collaborate with the Social Media Assistant and Communications Team, sharing content ideas and participating in content creation (e.g., interviews, testimonials) as needed, to help shape and support ADC's recruitment efforts on social media.

4. Provide feedback to your supervisor on the prospective student experience and how it may be improved.

5. Engage with ADC's social media content on your own accounts to help extend its reach among prospective students.

6. Support your supervisor with various marketing and recruitment-specific administrative tasks and responsibilities as needed, including, but not limited to, organizing promotional material, tracking merchandise, and assisting with event set-up and logistics.

Reporting:

You are required to record your time on a weekly timesheet and submit it to your supervisor.

Location:

This position offers a mixture of on-site and remote work opportunities at the direction of your supervisor and may occasionally require travel to churches or other off-campus locations for regional recruitment events.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**. As this role is project-based, the number of hours may vary from week to week, with additional hours accumulated around certain events or projects.

The position requires some flexibility, as work will be assigned according to the needs of the Recruitment Team.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,400**, inclusive of vacation pay.

I understand and agree to fulfill the responsibilities of this position.

Date: _____

Student: _____

Supervisor: _____