



Office of Development and Alumni Affairs

Regional Alumni Ambassador

Role Description

1. **General Description:** the main purpose of the regional ambassador program is to provide a strong network of key contacts and representatives in different geographical areas. The role of the Regional Alumni Ambassadors has two different parts – alumni liaison & fundraising and recruitment & admissions support. Ambassadors offer information and guidance to prospective and current JCU students and support the growth of the alumni activity by organizing various types of alumni events in their region. The Regional Alumni Ambassador maintains a regular contact with the Office of Development and Alumni Affairs in order to make sure the University possesses the most up to date contact information for alumni worldwide.
2. **Alumni Liaison & Development** role of the Regional Alumni Ambassador involves being a point of contact for alumni to network with one another.

Key responsibilities include:

- Organize alumni reunions with the support of the Office of Development and Alumni Affairs so that local alumni can get together and develop personal and professional links.
- Act as a mentor for new alumni in your area and assist them with ideas and referrals for work.
- Act as a point of contact for information and advice on your industry or field.
- Maintain a regular contact with the Office of Development and Alumni Affairs
Organize informal sessions with new alumni in your region
- Obtain up to date contact information for JCU alumni in your region
- Act as a point of information regarding all alumni activities taking place in your area.
- Gather news and photos about local alumni events for inclusion in the monthly JCU Alumni Newsletter.



- Assist with providing information about local contacts and businesses who could support John Cabot University by making a donation, providing scholarships, donating to a capital campaign, etc.
- Assist the JCU Annual Fund
 - Provide information and contacts
 - Screen new contacts
 - Assist in development
 - Help other alumni understand the importance of philanthropy and encourage them to donate.
- Maintain an active social media presence by joining the JCU Alumni Facebook and LinkedIn groups and making sure the most up to date information about local alumni events is posted by contacting alumni@johncabot.edu

3. Recruitment & Admissions role of the Regional Alumni Ambassadors involves contributing to the expansion of the name of the University in their respective regions.

Key responsibilities include:

- Assist JCU staff visiting your area by providing information about accommodation, local contacts, schools and venues where recruiting events can be held
- Act as a point of contact for prospective students and their families by answering questions and providing information about John Cabot University.
- Assist the Admissions Office with college fairs in your area.
- Identify prospective students
- Host events for prospective students and parents