About the Program:

The Highland Ambassadors program is the student alumni association of Carnegie Mellon University, charged to fulfill the mission of the Carnegie Mellon University Alumni Association by creating and maintaining an engaged student-alumni community. This exclusive group of students serves as advisors, advocates, event support and marketers for all things associated with the Alumni Association. They are trained student leaders that the university can rely upon for assistance and dedicate themselves to ensuring an actively engaged Carnegie Mellon community.

Highland Ambassadors are role models for their peers and are lifelong supporters of the university. Through an application and interview process, Ambassadors are chosen for their enthusiasm and school spirit as well as their demonstrated leadership and commitment to the university. For 2020-21, we are looking for students passionate about learning more about Carnegie Mellon and who can eloquently represent the institution and its student body. Our membership is a cross-section of undergraduate and graduate students with representation across all schools and colleges.

Highland Ambassadors are leaders on and off campus. They serve as official student representatives at VIP events locally and nationally and as hosts to selected university guests and prospective students on campus. Highland Ambassadors participate in a wide array of events and special projects as assistants, volunteers or paid workers, and they advocate for student philanthropy amongst the student body. Ambassadors engage and create meaningful relationships with alumni including the Alumni Association Board and the local Pittsburgh Network leadership. We are looking for dependable students who seek this type of engagement and who excel in social situations such as those listed above.

To be selected as a Highland Ambassador is a great honor that will recognize each student’s outstanding personal and leadership skills and provide them with extraordinary networking and social opportunities. Although the Highland Ambassador program is reserved for students only, it is expected that upon graduation, these students become the future volunteer leaders of the Alumni Association and continue to model the expected behavior of a Loyal Scot. Training and leadership development are provided to ensure that Highland Ambassadors feel prepared both during their time on campus and post-graduation.

Time Commitment:

Highland Ambassadors are expected to contribute, on average, 2 hours per week. During the fall semester, we meet weekly on Mondays at 4:30pm. During the spring semester, our schedule changes to reflect the busyness of the semester. Each Ambassador is expected to attend all meetings barring any conflicts with academic schedules. This is intended to be a rigorous and exclusive program that is meant for only those students most dedicated to advancing the mission of the university and the program.

Additionally, Highland Ambassadors may be invited to participate in summer, winter or spring break events depending on their location and availability.
Requirements:

- Become a Loyal Scot each year
- Maintain a 3.0 GPA
- Sign a Volunteer Confidentiality Agreement and adhere to all standards listed therein due to the sensitive nature of data shared through the year

Expectations of a Highland Ambassador:

Weekly

- Attend one-hour weekly meetings including professional development workshops, guest speakers, specialized trainings and brainstorming sessions
- Participate in a Highland Ambassador designed and led project. This project could be the idea that you submit in your application.

Monthly

- Provide campus tour to VIP guests (prospective students and alumni) as requested
- Attend local alumni events including dinners, receptions and networking events
- Meet with local alumni through Alumni Discovery Initiative
- Socialize with other Highland Ambassadors through group events (e.g., indoor trampoline park, dinners, ice skating, etc.)

Semesterly

- Facilitate 1-2 Tartan Tuesday giveaways per semester
- Work during key Carnegie Mellon University Alumni Association events (e.g. Homecoming and Carnival)
- Meet with Carnegie Mellon University Alumni Association (CMUAA) Staff and the Alumni Association Board (AAB) (including 1:1 mentor meetings)
- Advocate for student engagement and philanthropy

Annually

- Attend regional incoming student “welcome events” and alumni events as feasible during the summer
- Recruit, interview and select new Highland Ambassadors for 2021-2022

Application Instructions:

Online applications should be submitted by Friday, April 10. After review of submitted applications, interviews will be granted to our top candidates to be scheduled for later this semester. For questions about the application or the program, please email Tim Leonard, director of alumni relations, at leonardt@andrew.cmu.edu.

The online application consists of the following sections:

1. Applicant information form
2. Short-response to three questions
3. Name and email address of one faculty/staff member willing to serve as a reference
4. Resume (to be uploaded)

For section #2, please be prepared to answer:

- Why do you want to be a member of the Carnegie Mellon Highland Ambassador Program?
- What qualities do you possess that will contribute to the Highland Ambassador Program?
- Propose a project or initiative that you would want to implement to increase engagement between students and alumni. Or alternatively, propose a project to increase awareness about alumni within the student body.

To apply, please visit: https://forms.gle/pF38f9FCBH4Nza2R9