



RUTGERS
NEW BRUNSWICK

Rutgers University-NB Welcome Week Planning Committee Welcome Week Ambassador Position Description

Welcome Week Overview

The Welcome Week Planning Committee is in charge of the programming, marketing, staffing, and logistics that help new and continuing students Explore, Connect, and Engage with the Rutgers NB community through the beginning of the Fall/Spring Semesters through Welcome Week. Between the Fall and Spring semesters our team assists over 10,000 new students (First Year and Transfer) in their transition to Rutgers. The committee collaborates with campus partners and student organizations across the university to create the overall vision and opportunities throughout the weeks. Working with key stakeholders, our team helps new Scarlet Knights find connections and community, navigate campus, participate in campus traditions and prepare for the upcoming semester – academically and socially.

Welcome Week Ambassador Position Overview:

The Welcome Week Planning Committee at Rutgers University-New Brunswick is looking for passionate and thoughtful individuals to apply for the position of Welcome Week Ambassador. Welcome Week Ambassadors will provide support to incoming students in their transition to Rutgers University through their role during Welcome Week opportunities.

The Welcome Week Ambassador position is from **[Fall: August 26th-September 13th; Spring: January 20th-31st]** and is expected to work approximately **3-5 events/opportunities**.

Welcome Week Ambassadors play a critical hands-on role in assisting new students in their transition and will assist with, but is not limited to:

- Promote Welcome Week to new and continuing students
- Serve as connectors and guides for incoming students at Rutgers during Welcome Week
- Answer questions/provide advice for new students
- Setup and breakdown of Welcome Week programs - operational, logistics, lifting and moving boxes/supplies

Welcome Week Intern Compensation and Benefits

- **Pay:** Minimum \$15 gift card for each shift you work
- Move In early to your Residence Hall
- Receive the exclusive Welcome Week giveaways
- Staff uniforms will be provided: Welcome Week Staff T-shirt
- In this role, you will have the opportunity to:
 - Learn more about the University's history, traditions, opportunities, and services, and share this knowledge with incoming students
 - Develop professional relationships with staff and students
 - Be part of a supportive team of professionals and student leaders while having an unforgettable leadership experience positively impacting the transition of new students

Criteria and Qualifications:

- Be enrolled as a matriculating undergraduate student at Rutgers University-New Brunswick for the 2025-2026 academic year
- Must be available for Welcome Week Ambassador training (Fall/Spring) and Welcome Week (Fall/Spring)

General Expectations

- Ability to work in a fast-paced environment
- Attention to detail and willingness to learn
- Flexibility and adaptability
- Strong communication, time management, customer service, and public speaking skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals

As a Welcome Week Ambassador, you are expected to attend the following dates:

- **Fall 2025:**
 - End of August: Welcome Week Training
 - End of August - Second Week of September: Welcome Week
- **Spring 2026:**
 - Second Week of January: Welcome Week Training
 - Last Two Weeks of January: Spring Welcome Week

NOTE: This position description is subject to change based on University operating status or plans