

# Leadership Ambassador

## Position Description

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**Position dates: January 30th - May 1st and August 28th - December 4th, 2026**

The Center for Leadership (CFL) is seeking first-year, sophomore, and/or junior students who are looking to further develop leadership skills and abilities while also contributing to the success of CFL programs and initiatives. The "Leadership Ambassadors" serve a critical role in assisting the CFL in educating Elon University students on the leadership skills and competencies needed to effectively lead others. The Leadership Ambassadors help build confidence within their peers through departmentally sponsored events and activities.

### **Position Description:**

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Leadership Ambassadors support office management and customer service, help with envisioning, planning, and executing CFL leadership development workshops, and assist with logistics for events, retreats, programs, and conferences. Each CFL Leadership Ambassador will meet regularly with a staff supervisor/mentor and will attend a student staff meeting each week.

Leadership Ambassadors should consider this as a primary leadership role on campus and take that into account when scheduling priorities, as you are providing leadership experiences for campus peers.

As a result of participating in this role, students will:

- Gain leadership and project management skills
- Develop presentation, facilitation, and teambuilding skills
- Foster a deeper understanding of leadership and leadership self-efficacy
- Establish a strong professional work ethic

### **Qualifications:**

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- Required:
  - Fully enrolled undergraduate student at Elon University
  - Current first-year, sophomore, or junior standing
  - Available for employment during 2026 calendar year (during the spring and fall) ○ In good academic and judicial standing (2.4 minimum cumulative GPA and no active disciplinary sanctions)
  - Displays professionalism while working in an office setting
  - Ability to communicate with honesty, discretion, and respect for others
  - Willingness to contribute to a supportive and inclusive team environment

- o Ability to confidently represent the Center for Leadership in front of peers or campus partners
- o Willing to speak or present in front of small and large groups, with support and preparation
- o Serve as role models for all students at Elon University
- Preferred:
  - o Enjoys sharing information or facilitating discussion with others
  - o Organizational skills
  - o Working knowledge of Microsoft Office Suite and Canva
  - o Strong interpersonal and group communication skills
  - o Ability to take initiative and work autonomously

### **Essential Duties for all Leadership Ambassadors:**

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- Presentation and Facilitation: Facilitate CFL leadership development programs and opportunities for the Elon community. This includes facilitating workshops and teambuilders for small and large student groups. Note: as we value the learning that comes from shadowing a more experienced leader, Leadership Ambassadors will have the chance to shadow and observe a staff member or a more experienced Ambassador before leading an event/program.
- Customer Service: Provide excellent customer service to guests who visit or call the CFL o Regularly check the [lead@elon.edu](mailto:lead@elon.edu) inbox and answer questions
  - o Answer the office phone
  - o Pick up office mail
  - o Run errands as requested
- Departmental Program Support:
  - o Be present for major CFL events and represent the CFL at University events as assigned
  - o Ambassadors will have the opportunity to lead 1-2 departmental events/programs each year, serving as the team lead to practice their leadership skills.
- Meetings and Professional Development
  - o Participate in professional development sessions and departmental training retreats.
  - o Participate in weekly Leadership Ambassador staff meetings (typically held on Friday afternoons per the full teams schedule)
  - o Participate in individual planning/supervision meetings with a CFL staff member.

### **Programs & Events: What programs might you support or lead?**

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Leadership Ambassadors will specifically support CFL programs and initiatives in the areas of 1) leadership skill development, 2) values clarification, 3) diversity and inclusion, 4) advertising and marketing, 5) career readiness competency development, and 6) campus and community engagement

- [Phoenix Leaders Program](#)
- [Workshops](#) o Co-facilitate CFL sponsored Leaderships Workshops with professional staff o Facilitate teambuilders with student groups
- [Intersect](#) (leadership & diversity education event)
- [SAIL Week: Students Are Important Leaders \(Fall\)](#)
- Pay It Forward Week (Spring)
- [Leadership Experiential Learning Requirement \(L-ELR\)](#)
- Departmental Pop-Up Events (Community Engagement) - previous examples include:
  - o Leading with Gratitude
  - o Our Shelf to Yours Events
  - o Wellness, Self-Care & Leadership
  - o College Coffee
- [Alamance Youth Leadership Academy](#)

### **Compensation and Hours:**

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- Leadership Ambassadors are paid Elon University's current student minimum wage, \$13/hour
- Students will be scheduled to 10 hours per week for 12 weeks during both the 2026 spring and fall semesters.
- Student schedules will be provided based on the department's needs and your academic schedule.
  - o While Leadership Ambassadors will have a regularly scheduled set of hours, busy programming events or periods of time may vary their work schedule.
  - o Students may request to flex their scheduled hours with approval of their supervisor. o The CFL and student staff will work together to support academic commitments.

### **Questions:**

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Contact Olivia Brown at [obrown10@elon.edu](mailto:obrown10@elon.edu) or call the Center for Leadership at 336-278-5323.