

## Campus Ambassador

Under the direction of the *CA Team Manager* and working in conjunction with school services, the Campus Ambassador (CA) will act as representatives of **guard.me International Insurance** and/or the **keep.meSAFE** Program to promote the brand and its services to prospective/current students.

Campus Ambassadors (CA) are responsible for organizing and attending events and participating in promotional campaigns on campus while showing enthusiasm and engaging with students.

This is a part-time, volunteer role open to all students. This position requires a minimum commitment of two hours per week across two consecutive semesters.

### **Benefits and Anticipated Learning Outcomes**

- Participation in **guard.me** Leadership Retreat
- Participation in **guard.me** Virtual Summit
- Certificate of Leadership
- Letter of Reference
- Professional training, development, and certifications
- Participation in nation-wide roundtables and suits
- Development of public speaking skills
- Leadership, collaboration, and creative skills
- Conflict management resolution
- Team and time management

### **Responsibilities**

- Organize and lead information sessions about **guard.me** and/or **keep.meSAFE** to ensure familiarity with the products, services and benefits offered
- Assist with student orientations
- Mandatory participation in weekly/bi-weekly events or as required by the school
- Organize and participate in on-campus and online events throughout the year, such as Mental Health Awareness week, intercultural days, welcome days, club days and other events
- Respond to questions from students and staff in a professional manner and redirect them to resources available as part of the program
- Mandatory bi-weekly team meetings with your *CA Team Manager* and school contacts throughout the academic year
- Maintain regular weekly contact with CA team members to ensure collaboration and communication
- Identify different areas of success and communicate outcomes to *CA Team Manager*

## Required Skills

- Fluency in English (other languages also an asset)
- Proficiency with Microsoft Office (Excel, PowerPoint, Teams, SharePoint, Word, Outlook or any other email)
- Proficiency with online communication platforms (Teams and Zoom)
- Familiar with Digital Media such as: WhatsApp, Instagram, Facebook, other apps
- Flexibility and adaptability
- Strong organizational skills
- Strong presentation skills
- Time management skills
- Ability to work with minimal supervision
- Superior listening skills
- Ability to work in team

Disclaimer: Please note that this document is intended to provide an overview of job accountabilities and does not necessarily list all tasks related to the job.

*guard.me is an equal opportunity employer and encourages applications from all qualified individuals. Accommodation will be provided to requesting candidates during the recruitment process. We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.*

## About Us

**guard.me** International Insurance is the premier provider of quality healthcare insurance to the International Education and Travel Market. We provide comprehensive health insurance products for international students who are studying in Canada and for international students who are studying outside of Canada, as well as teachers and participants in exchange, co-op and work abroad programs. Since 1994, we have continually worked to exceed the expectations of our clients by offering superior service, comprehensive policy benefits and fast efficient claims processing that continue to surpass industry standards.

**keep.meSAFE** is the industry's leading digital mental health support program for students. The platform offers students immediate and ongoing confidential access to culturally relevant counselling in their native language, anytime of the day or night. Students have the option of connecting with a professional counsellor via an app or by mobile phone, online chat, video, or in person. Created specifically with students in mind, **keep.meSAFE** is designed to complement existing on-campus counselling services and is fully customized to each school.