



RICE | BUSINESS

CAREER DEVELOPMENT OFFICE

**CORPORATE
AMBASSADORS**

Welcome!

MEET THE TEAM



Jessica Campbell
Director, Corporate & Employer Relations



Kellen Abe
Assistant Director, Recruiting & Employer Relations



Troy Tabner
Associate Director, Communications & Events



Stefanie Engels
Associate Director, Recruiting & Employer Relations
Energy, CPG and Retail, Technology



Jennifer Applebee
Associate Director, Recruiting & Employer Relations
Financial Services, Real Estate, Non-Profit/Gov't



Amy Pan
Associate Director, Recruiting & Employer Relations
Consulting, Health Care

TODAY

- What is a CDO Corporate Ambassador?
- Perks!
- Recruiting Events
- Responsibilities
- QR Code
- Examples
- AV Training
- Customer Service
- FAQs and Resources
- Communication
- 2nd Year Feedback/Advice

CDO CORPORATE AMBASSADORS

- Career Development Office (CDO) & Corporate Relations and Employer Development team (CRED)
- What is an ambassador?
- You are **so important!**

PERKS!

- Be the **first student** to **meet recruiters** and company representatives and engage
- Demonstrate **leadership** and organizational skills
- **Network** with top employers before events
- Improved networking and **marketing skills**
- Enhanced **self-confidence** and **public speaking skills**
- Build a stronger personal and professional network
- CDO Ambassador name badge with ribbon

RECRUITING EVENTS

Info Sessions

- Normally Mon -Thurs 4:00pm or 5:00pm (1 hour)
- One ambassador per info session

Coffee Chats

- Typically Fridays
- One ambassador per two companies
 - If big industry, will schedule one ambassador to one company

Partios

- Thursdays, 6:00 - 8:00pm, Woodson Courtyard
- Company sponsored and JSA sponsored
- One ambassador scheduled

Other Events

- Career Connections
- Career and Internship Expo
- Diversity Networking Event

* Some companies may have back to back recruiting events (e.i. info session and Partio or info session and on-campus networking event) which will require a longer time commitment for that evening

** Heavier/busier in Fall

RESPONSIBILITIES

- Follow up and **introduce yourself** to the employer as their session ambassador after the logistics email is sent; select reply all on the email
- **Host and Greet** employers and collect business cards (bring CDO packet: sign in sheets with QR Code, waters, flash drive)
- Arrive at the CDO (Suite 105) **30 minutes prior** to the event
- Prior to the event, **Know** the event & Company details- Check OWL Careers!
- Prior to the event, **Promote** event and **Remind** classmates
- **Gather** event materials from CDO desk by reviewing posted checklist
- **Assist** with set-up and/or audiovisual needs
- **Manage** sign-ins through QR Code
- Serve as a **liaison** to the CDO

Tips: Follow up with a thank you e-mail & connect on LinkedIn and **always wear your CDO Ambassador nametag!**

QR CODE CHECK-IN PROCESS

- Printed QR Code throughout room and on thumb drive
 - Show on screen before presentation, then close and pull up presentation at start time.
- Please be aware of all events happening on your assigned day
- Back-to-back sessions for same industry
- Stay engaged in the session you are in
 - If necessary, CDO or a Floater will cover the 5pm session

EXAMPLES & EXPECTATIONS

- Info session
- Coffee Chat
- Partios
- Career Connections

AV Training

CUSTOMER SERVICE

- You are not just **representing** yourself but Rice Business as well!
- **Positive** language
- Be **helpful** and reach out if you don't have an answer – be resourceful
- If there are not enough students, make sure you **engage** with the company
- Research the company and have questions (**show interest!**)
- **Follow up** e-mail ('Thank you' template provided)
- **You are being observed** - body language!

FAQs & RESOURCES

- CDO team
- What if I can't make it to my session?
- Do I have to wear a suit?
- What do I do if I am running late?
- Where do I go for AV issues?
- How do I deal with an unhappy employer/student?
- Can I turn students away if they are not dressed appropriately?
- Do we validate parking?
- Catering issues? Leftovers?

COMMUNICATION

Send reminders about the info sessions to your classmates

Remind your classmates about recruiting event etiquette and the event attendance policy

Remember to communicate in a timely manner with the CDO to confirm availability for or conflicts with your scheduled session

ACTION: Best way to communicate with the group?

- Teams
- Email

PARTING THOUGHTS

- 2nd Year Feedback/Advice

QUESTIONS?

THANK YOU!



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