University of Nevada, Reno Honors Program
Ambassador Focus Area Duty Descriptions

Recruitment
Attendance with Honors informational materials at Nevada Bounds, Reno Previews, National Merit Visits, other Honors Events, “ready-reserve” candidates for other UNR recruitment events in Reno and Las Vegas as needed. For spring 2016: You must be available 8:30 – 9:30 AM Fridays to select this focus area.

Office Assistance
General clerical and other customary duties to support the efficient operation of the Honors Program office. In-person office presence required for this focus area.

Event Planning
Creation and publicity of Honors social, professional and academic events, liaison to Honors staff to plan other events as needed, recruitment of other Ambassadors and Honors students to assist.

Online/Social Media
Maintenance and regular updates of our current Facebook and Instagram (and potential Twitter) presence, assistance in creation and posting of event flyers and other announcements of Honors events.

Public Relations
Creation and maintenance of publicity documents (brochures, flyers, advertising campaigns, etc.) for print and online use, as well as availability for inquiries from Honors students or other university or community offices.

Academic WorldQuest
Recruitment of teams and donors from local community, creation and maintenance of database of school administrators, teachers and community supporters, support staff for fundraising events and WorldQuest itself, liaison to NNIC.

Alumni Chapter
Creation of infrastructure for alumni chapter, including constitution/mission statement, event planning, and alumni recruitment. Limited to students who are seniors in 2015-2016.

Service Projects
First contact for Honors students interested in service projects (except HON 200B assignments), contact to outside agencies and potential service placements as delegated by Honors staff, recruiter and organizer of service projects sponsored by ASUN or other UNR clubs/orgs that desire an Honors presence.

Special Projects
Assisting the Director, Assistant Director, or Academic Advisor on individual long-term projects as required.