MSU Career Center
2012-2013 Co-op Ambassadors
Program Information and Application

The MSU Cooperative Education Program is now accepting applications for 2012-2013 Co-op Ambassadors! This is an opportunity for GREAT STUDENT LEADERS to get PAID experience on campus. Co-op Ambassadors will promote the Cooperative Education program and serve as direct links to students needing career assistance. Some of the responsibilities of Co-op Ambassadors will include:

- Assisting walk-in students with questions regarding the Co-op Program, reviewing resumes and cover letters, answering the telephone and other Co-op and career-related topics
- Participating in outreach activities, including presentations to non-college specific campus organizations (residence halls, service and social organizations, etc.)
- Helping Career Center staff with special events such as Career Day, Co-op IVD, Education Interview Day, etc.
- Researching career information for student access
- Other duties as assigned

Co-op Ambassadors will work 15-20 hours per week during the 2012-2013 academic year. Those hours will break down as follows:

- Ten hours of scheduled office hours per week
- Four hours of outside presentations each week, or other outreach opportunities
- One hour of staffing to be held each week

**Benefits**
- Learn Valuable Career Info
- Enhance Your Presentation Skills
- Interact With Employers
- Help Students
- Explore/Increase YOUR Career Options

**Qualifications To Apply**
- Rising Junior, or Senior
- Minimum 2.50 GPA
- Excellent Communication Skills
- Ability to work 15-20 hours per week for 2012-2013 Academic Year
- Must have completed three Co-op work terms

Students should complete and submit the attached application, resume, and list of three references to:

Edie Irvin
Senior Coordinator
MSU Co-op Program
335 McCain Engineering
Post Office Box 6046
Mississippi State, MS 39762

**Application Deadline**
All materials must be received no later than **5pm, Sunday, April 15th**
Mississippi State University Career Center
Co-op Ambassador Application, 2012/2013

Applications Must be Received by 5pm Sunday, April 15, 2012

Name: ________________________________________ Net ID: ___________________

Local Address: _____________________________________________________________

Permanent Address: _________________________________________________________

Phone Number: ___________________ Email Address: _____________________

Classification: ________________________________ (Junior, Senior)

College/School: __________________________ (Engineering, Business, etc.)

Major: _________________________________ Cumulative GPA: __________

Please answer the following questions in the space provided.

➢ Why do you want to become a Co-op Ambassador?

➢ Describe your current career plan, along with the steps you have taken and are planning to take to achieve your career goals.
What do you perceive to be the greatest career-related challenge facing students at Mississippi State University?

Describe your Co-op experience including how you found out about Co-op and how you chose your co-op employer.

What personal characteristics do you feel set you apart from other applicants? Explain.

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