

**TITLE:** Research Administration Certificate Program Ambassador

**Reports to:** Executive Director

Position Summary and Overview:

The primary function of this position is to educate fellow research administrators about the Research Administration Certificate opportunity at Mohawk College. This can be accomplished through the use of social media and/or virtual and/or in-person presentations at appropriate institutions and conferences. The Ambassador must have excellent communication skills and an outgoing personality who enjoys interacting with people.

Duties and Responsibilities:

Key responsibilities for this position are to:

- Familiarize oneself with the Mohawk College's Research Administration Certificate Program.
- Prepare a presentation about the Program for use at appropriate institutions and conferences. CARA has a slide deck available for use for this purpose.
- Deliver the presentation before the prospective audience in a professional manner.
- Be prepared to answer questions from interested parties about the Program.
- Record any pertinent concerns or feedback from the audience to relay to CARA.
- Schedule time to debrief with CARA staff about the impact of the presentation.
- Prepare Social Media posts such as blogs, articles for CARA Connection newsletter, or similar types of publications.
- Seek out other opportunities to represent the Program and CARA for the purposes of promoting the Mohawk Program.

Education, Experiences and other Qualifications:

The Research Administration Certificate Program Ambassador should manifest the following:

- A pleasant personality,
- Strong communication skills (verbal and written),
- Strong interpersonal skills,
- Proficiency in the use of social media
- Proficiency in the use of relevant presentation technology
- Knowledge or proficiency in the use of other tools that may be an asset to the position
- A graduate of our current student in the Research Administration Certificate
- Be able to devote a minimum of 1 hour each month to this position.