Kerber Ambassador

The School of Computer Science: GCOE | DEH 150 | Part-Time (.25 FTE) | Undergraduate Student

About Us

The Kerber Ambassador Program is an opportunity for undergraduate students in the University of Oklahoma's School of Computer Science to gain professional experience, support departmental initiatives, and help foster a welcoming environment for current and prospective students. Ambassadors serve as student representatives of the school, promoting community and engagement within the field of Computer Science.

Benefits

- Gain valuable experience in event planning, communication, and outreach - skills that are highly transferable to any career path
- Build professional relationships with faculty, staff, and industry guests
- Strengthen your resume with hands-on experience in social media management, public speaking, and student engagement
- Develop leadership and collaboration skills through teamwork with fellow ambassadors
- Represent the School of Computer Science and make a meaningful impact on the student experience
- Relevant office experience

Job Summary

Kerber Ambassadors work 10 hours per week in a paid position at 0.25 FTE. Some of those hours are spent staffing the front desk in DEH 150, while the remaining hours are dedicated to events, meetings, outreach, and special projects. This appointment lasts one semester but can be extended.

Responsibilities

- Staffing the front desk in DEH 150 for a few hours per week to greet visitors, answer questions, and provide general information

- Assisting with departmental events such as open houses, fairs, project showcases, guest speaker sessions, and industry visits
- Representing the School at university events such as recruitment events
- Helping plan and coordinate monthly student engagement activities and outreach programs including creating and distributing graphics/advertisements
- Managing and updating website content and posting on departmental social media accounts
- Attending regular meetings
- Collaborating with faculty, staff, and fellow ambassadors to support the department's goals
- Working and coordinating CS student organizations as well as distributing advertisements/graphics for organization events
- Collecting information for monthly newsletter and other materials for publication

Required Qualifications

- An undergraduate (B.S.) declared major in Computer Science (second semester sophomore, junior, or senior)
- 3.50 OU/Overall GPA
- Completion of CS 2334/Programming Structures & Abstractions with a B grade or higher

Preferred Qualifications

- Experience using Instagram, Discord, and LinkedIn, and other mediums for communication and outreach
- Proficiency in Microsoft Office
- Experience creating graphics for social media using tools like Canva or Adobe
- Active involvement in student organizations
- Familiarity with School of Computer Science programs, faculty, and resources
- Interest in outreach, mentoring, or peer support initiatives

How to Apply

To submit your application and resume, please complete the following form: https://ousurvey.qualtrics.com/jfe/form/SV_3raEqXWoPlAXmn4

Application Deadline: June 2nd, 2025

All communication regarding your application will be sent to your OU email address

Interviews will be conducted via Zoom

If you have any questions, please email Courtney Ball at courtney.ball-1@ou.edu