



Fall Welcome Ambassador

Fall Welcome is a transition program designed to build connections between first-year students and the WMU community. The goal of Fall Welcome is to help first-year students with their academic and social transition to college life at Western Michigan University. Fall Welcome Ambassadors are returning undergraduate students responsible for introducing and acclimating first-year students to Western Michigan University through a series of pre-planned events and activities.

RESPONSIBILITIES

- Facilitate a small group of beginner students
- Encourage positive student interactions
- Acquaint new students with campus services, activities, and facilities
- Assist with various aspects of program implementation
- Foster the development of WMU pride
- Be a positive role model to incoming students
- Complete a formal evaluation of the Fall Welcome Program

QUALIFICATIONS

- Excellent communication skills
- Ability to relate well with students, parents, faculty, and administrators
- Commitment to Western Michigan University
- Demonstrate interest in helping others
- Good organizational skills and flexibility
- 2.5 minimum grade point average
- Enrolled in undergraduate classes at WMU during Fall 2026
- Ability to work as an effective and productive team member
- Good disciplinary standing with the University
- Must be available to participate in all training sessions
- Cannot be a Resident Assistant (RA), Learning Community Assistant (LCA) Resident Manager (RM) due to schedule conflicts

TIME REQUIREMENTS

Online training modules will be open August 3 and will be expected to be completed before in-person training begins on Wednesday, August 19. Additionally, Fall Welcome Ambassadors will be required to complete the Clery Act Training, which will be outlined in the training modules. You will be paid for both your virtual and in-person training. Failure to complete all training may result in being released from the position.

Available for the entirety of the 2026 Fall Welcome program – August 20-25, 2026

This position requires extensive hours. You will be expected to be available to work between the hours of 9 a.m. p-11 p.m. each day of Fall Welcome except for the last day of the program in which your duties will conclude no later than 1 p.m. You will be provided with a schedule of your work hours with responsibilities.

Adequate breaks are provided throughout each day. There will also be times that you may not be required to work events depending on the activities.

COMPENSATION AND BENEFITS

- \$13.75/hour
- Early move-in (if living on campus) - Failure to complete Fall Welcome duties may result in the ambassador covering the expense of this benefit.
- Free meals during shifts worked
- Free t-shirts and other WMU paraphernalia (some items may be taxed based on product cost at the end of the year – considered taxable benefits)
- Develop excellent leadership skills
- Connect with WMU professional staff