

# Professional Selling Student Ambassadors' Responsibilities

## ***Student Ambassador Responsibilities:***

- You must **communicate by email** with your designated corporate partners to introduce yourselves and to arrange for visits to campus (e.g. visits to campus).
- The times when they would be allowed to **attend the five professional selling classes** would be 15 minutes out of each of the five Professional Sales Classes  
*(be sure and check with sales center staff first, but this is standard operating procedure)*
- **Meet and greet partners** upon arrival in the LBJ Student Center Parking Garage.
- **Provide parking passes** (we will give these to you).
- **Provide water for each person** (available in the Sales Center refrigerator). The day before, be sure to put the water in the refrigerator if it isn't there, and label it.
- **Accompany corporate partners** to and from each event they have.
- **Order lunch** for the corporate partners and yourselves. Feel free to eat with the corporate partners unless they suggest otherwise *(get order and then sales center staff handles the purchase)*
- You will have roughly **two to three days per year** where you will interact with your corporate partners when they visit campus. You may be contacted about assisting with other corporate partners when some ambassadors are not able to due to class schedule conflicts.

## ***Clothing***

- **Khakis** –Ladies need to have a skirt. Gentleman can have cotton khakis slacks or khaki colored dress slacks.
- **Navy Blue Blazers**
- **White Shirts** – Ladies need white blouse. Gentleman need white button-down or straight collar starched shirt.
- **Shoes** – Ladies need high-heeled black closed-toed pumps. Gentleman need cordovan or black cap-toed dress shoes.

## ***Luncheon***

We hold a congratulatory luncheon occasionally to honor your appointment as a student ambassador. Due to schedule conflicts, we are unable to check your availability and will set the luncheon based on the venues' openings.