

STUDENT AMBASSADOR POSITION INFORMATION

Application website: <http://projects.international.wisc.edu/expo2017/>

Other sites

USA Pavilion: <https://www.facebook.com/USAPavilionExpo2017/> and @usap2017

EXPO 2017: <https://expo2017astana.com/en/>

Eurasia Foundation: www.eurasia.org/

UW-Madison International Division: www.international.wisc.edu

GENERAL INFORMATION

Title	USA Pavilion Expo 2017 Student Ambassador
Number of Positions	Approximately 40
Event	EXPO 2017 (https://expo2017astana.com/en/)
Country	Kazakhstan
City	Astana
Participation Duration	1 June to 12 September 2017
Estimated Work Hours/Week	32–40 hours/week. Student Ambassadors will work a rotating schedule of 4 days on and 2 days off. Shifts will be 7–8 hours during Expo hours.
Primary Duties	<p>The goals of the Student Ambassador program include representing the United States at the Expo 2017 USA Pavilion, developing public speaking and customer service skills in an intercultural context and becoming familiar with topics relevant to the Pavilion exhibitions.</p> <p>Student Ambassadors will arrive 10 days before the opening of the Expo for training regarding the Pavilion and exhibits.</p> <p>The Student Ambassadors from the United States will use their Russian or Kazakh language skills to represent the USA in the Pavilion interacting with guests and serving in rotating roles each day and throughout the summer. Roles will include:</p> <p>Greeter: Welcoming guests as they arrive, managing exhibit lines for efficiency and safety, supporting customer satisfaction, talking with visitors about the United States, answering questions about exhibits.</p> <p>Shows/Exhibits: Introducing starts of shows, ensuring shows run on time, starting/stopping shows, and thanking guests. Interacting with guests and answering questions about exhibits and the USA Pavilion experience.</p> <p>VIP Support: Assist in the VIP room to greet and escort VIP guests through the pavilion. Attend other countries' national day events.</p> <p>Administrative support tasks for operations of pavilion.</p> <p>Reporting structure: Student Ambassadors will report to the Director of Student Ambassadors and will also work with section managers and the Pavilion Chief Operating Officer on-site.</p>
Minimum GPA	2.5
Required Qualifications	<ul style="list-style-type: none">• US citizen or US permanent resident• Russian and/or Kazakh language abilities• Current undergraduate or graduate student (or recent graduates as of spring 2015), as well as US citizens or US permanent residents currently participating in an international education or diplomacy-related program abroad• Good interpersonal skills to work well with others in different cultures and languages• Willingness and ability to work in a team environment• Good academic and disciplinary standing
Preferred Qualifications	<ul style="list-style-type: none">• Interest in the region & culture of internship location• Leadership & decision making skills• Ability to multitask• Public speaking skills

- Customer service skills
- Students with coursework or interest in political science, international studies, sustainable development, environmental sciences, economics, engineering, Russian studies, education, hospitality, tourism or anthropology

Overseeing Organization(s) Eurasia Foundation in partnership with UW-Madison and American Councils for International Education

Language Skills	Language	Skill	Proficiency	Status
	Russian	Listening Speaking	Intermediate or higher Intermediate or higher	Strongly preferred Strongly preferred
	Kazakh	Listening Speaking	Intermediate or higher Intermediate or higher	Strongly preferred Strongly preferred

Language Notes Familiarity with Russian and/or Kazakh is required. A minimum of three years of Russian OR two years of Kazakh at the college level or the equivalent is preferred; a working proficiency (ILR 2 / ACTFL Advanced) or higher in Russian or Kazakh is strongly preferred. See ILR website for a short self-assessment and/or the descriptor for that level.

Academic Level Requirements Current undergraduate or graduate students and recent graduates (as of spring 2015)

LOGISTICS

Estimated Expenses	Expense	Estimate
	Airfare	Provided (<i>round-trip airfare from/to home-city or current temporary place of residence</i>)
	Visa	Provided
	Housing	Provided
	Meals	Stipend provided
	Tuition for a study abroad course credit	Paid by Eurasia Foundation and credited/transcripted by American Councils for International Education in partnership with Bryn Mawr College

Emergency Medical Coverage USAP will provide emergency medical insurance coverage for each Student Ambassador during their time volunteering for USAP in Kazakhstan.

Additional Housing Information Housing organized and covered by USA Pavilion.

Dormitory-style housing (two students per room) will be provided within walking distance from the USA Pavilion.

Additional Travel Information Travel arrangements will be facilitated by USA Pavilion and Eurasia Foundation.

Academic Credit Information American Councils will offer a two-credit online course for the duration of the EXPO. Student will be expected to work several hours per week on assignments toward their credits. Academic activities will not be scheduled during Student Ambassadors' work rotation.

APPLICATION PROCESS

Application Requirements

- Letter of Interest/Cover Letter (up to two pages)
- Resume (up to two pages)
- Transcript (scanned copy of an official transcript)
- Language Self-Assessment Form
- Two letters of recommendation (one academic and one current personal/professional, each up to two pages)

Application Deadline 24 March 2017 (11:59 pm PST)

Application Instructions

The application has two parts. The first part is an online application form (www.projects.international.wisc.edu/expo2017/). Applicants must complete the application form before submitting any supporting documentation and having recommendations sent via e-mail to the Office of International Projects in the International Division (intl-projects@intl.wisc.edu).

After submitting the online portion, please send all supplementary materials as a **single PDF attachment** (saved as lastname_firstname_homeinstitution.pdf) to: intl-projects@intl.wisc.edu by 24 March 2017 (11:59 pm PST) with the applicant's name in the e-mail subject line (Subject line: SAA: First Name Last Name (Home Institution)).

The **single PDF attachment** should include (in the following order):

- Letter of Interest/Cover Letter
- Resume
- Transcript (scanned copy of an official transcript)
- Language Self-Assessment Form

Recommenders must send letters of recommendation directly to intl-projects@intl.wisc.edu by 24 March 2017 (11:59 pm PST).

Recommendation letters should be addressed to the "USAP Student Ambassadors Selection Committee" and should be on official letterhead and signed. These should be saved as a PDF (saved as lastname_firstname_homeinstitution_referree_lastname_firstname.pdf) and sent as email attachments (Subject line: SAA: First Name Last Name (Referee: First Name Last Name)) directly from the applicant's recommenders to intl-projects@intl.wisc.edu.

Note: It is the applicant's responsibility to request letters of recommendation. We do not contact references except to confirm receipt or in cases of difficulty accessing the letter.

Additional Application Notes

- Complete and submit the online application before forwarding any supporting documentation and having recommendations sent. Note: Application review will be rolling.
- The study abroad portion of the program will be administered by the American Councils for International Education.

Note: For **UW-Madison students**, this means checking the requirements for non-affiliated programs regarding transferring the study abroad credit (<https://www.studyabroad.wisc.edu/nonaffiliated.asp>).

Notification Timeline

Students who become semi-finalists will be contacted by 7 April for an informal language interview via Skype. Finalists will be contacted by 21 April 2017.

Questions

Questions about the Student Ambassadors program should be directed to Hrachya Topalyan (expo2017@eurasia.org).

Questions about the application process should be addressed to the UW-Madison Office of International Projects (intl-projects@intl.wisc.edu).