



ISSS Ambassador Handbook 2025-26

Your Role as International Ambassadors:

At the University of Utah, the International Student Ambassador program provides assistance and support to our international student community and enhances cultural awareness on campus.

Our ambassadors play a vital role in organizing and coordinating various activities, programs, service initiatives, and events aimed at involving both international and domestic students.

International Ambassadors aim to broaden their perspectives, become global citizens, and develop meaningful connections with peers from all cultural backgrounds.



International Ambassador Responsibilities:

Serve for at least 1 academic year of involvement/interaction/communication with international students and ISSS at events

Commitment to leading ISSS events. Ambassadors typically work one or two events per month. Participation, leadership, and attendance serve as a basis for ambassadors being invited back in subsequent years.

Attend required events:

- Ambassador onboarding meeting (April 11th)
- Ambassador team building retreat (August 8th)
- International Student Orientation
 - Fall sessions: Aug 11th, 12th, and 13th
 - Spring session: Jan 2nd
 - Make-up sessions: TBA
- Orientation Welcome Reception (Aug 15th)
- International Education Week (At least one event outside of International Night Nov 17th – 21st)
- International Night (Nov 21st)



Expectations while Serving as an Ambassador

Represent ISSS at our events and around the university community.

Work with other ambassadors to create activities/programs each semester to represent the international community at the University of Utah.

Assist new international students with questions they might have during orientation and the opening week of the semester.

Provide general information and personal insight regarding campus life, extracurricular activities, off-campus life, etc. to new and continuing international students.

Communicate excusable absences well in advance to Student Coordinator (missing events due to travel are NOT excusable).



Building, Networking, Learning:

Connect with a larger community of international students and represent the international community as an International Ambassador.

Learn about new cultures and countries through our events. Increase your cultural awareness and understanding through training and interaction.

Develop social skills and cultural awareness.

Connect with the ISSS office, fellow ambassadors, other international students and staff, and everyday people at The U.

Engage with new other students from around the world. Increase your knowledge of foreign customs and social skills.

Develop your own resume with event planning, volunteering, managing, and much more.



Probationary Period and the Three Strike Rule:

As an International Ambassador, you will be on a probationary period for your first semester. If you receive three negative reports anytime during the year, you will be expelled from the program.

A negative report can include things such as not showing up for events you are scheduled for throughout the semester, showing up late to events, not responding to messaging about upcoming events, and failure to represent ISSS in a professional way.

You will be expected to provide your availability for upcoming semesters and confirm to lead events based on that availability. If something unexpected happens and you are unable to attend, it is expected that you communicate it with the program coordinator at least 24 hours before the event so that ISSS and your fellow ambassadors can adjust plans.





Mission Statement

The ambassador program works to create a welcoming environment for new international students through peer support, guidance, resources and advice during new students' arrival and first year at the University of Utah. Ambassadors are community builders who look to create memories, plan events, and make the international student experience the best it can be. Ambassadors are experienced students from a variety of backgrounds. They serve as role models to new international students through individual interactions during orientation, international night, and many other events and opportunities.

Attestation

I have read and agreed to these terms:

Full name

Signature

Date

