



Position Title: Stanford Dining, Hospitality & Auxiliaries Student Ambassador (Student Employee Level 1) \$21.08/hr

Position Description:

Stanford Dining, Hospitality & Auxiliaries (SDHA) is seeking undergraduate students who are passionate about community engagement and bring a diversity of perspectives to help enhance the campus dining experience. Each SDHA Student Ambassador will work closely with the Project & Student Engagement Supervisor as well as dining hall/suites/retail/cafe managers and chefs to collect, aggregate, and present student feedback and suggestions for menus, specials, events and programs as a representative of Stanford Dining Hospitality & Auxiliaries. Students in this role will also provide support in the planning, coordination, and execution of some dining hall and neighborhood events. In addition, students in this role will help SDHA advance the [core neighborhood principles](#) throughout the dining experience: diversity, equity, and inclusion; health and well-being; community and belonging; and intellectual and personal growth.

Duties and Responsibilities:

Community Engagement

- Arrange and keep 2 meetings per month with dining/retail/cafe management and chefs in your neighborhood
- Keep 2 listening sessions per week for Stanford students to collect and record their feedback in order to present student input to dining hall/cafe/retail chefs and managers
- Help SDHA foster a sense of belonging and community engagement within the dining halls
- Contribute to SDHA social media platforms (Instagram, YouTube, TikTok, etc)
- Attend dorm/neighborhood meetings as a representative of SDHA
- Provide feedback on food and customer experiences at cafes, markets, and concessions
- Dining Hall Neighborhood Events
 - Assist on-site event set up, logistical support, and clean up
 - Prepare and organize materials, such as decor or suggest play lists for events
 - Support event activities (e.g., operating popcorn machine, distributing t-shirts)
- Stanford Dining, Hospitality & Auxiliaries Community Building Activity
 - SDHA Student Ambassadors will coordinate/lead one community activity (ie food tasting/food education session/wellness activity) in the dining halls and provide support to the other SDHA Student Ambassador activities

General

- Attend monthly check-in meetings with other SDHA Student Ambassadors lead by the Project & Student Engagement Supervisor
- Manage timely email correspondence (ie respond to messages within 24-48 hours of receipt)
- Other assignments as assigned by the Project & Student Engagement Supervisor

Qualifications:

- Must be eligible to work a minimum of 4 hours per week according to University policy on limitations on hours of employment for undergraduate students (see [Admin Guide Memo 10.1.1 Undergraduate Student Employment: “Hours Per Week”](#))
- Strong communication and organizational skills
- Creative, adaptable and innovative

Commitment:

- Academic Year 22/23 (October - June)
- Up to 4 hours weekly

To be considered for this role, please fill out the application [here](#) and this questionnaire [here](#).

Position Contact: Elizabeth Hansen, Assistant Director of Hospitality Strategy and Major Events
emhansen@stanford.edu

Physical Requirements

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

- Frequently stand/walk, sitting, grasp lightly/fine manipulation.
- Rarely lift/carry/push/pull objects that weigh 11-20 pounds.

Working Conditions:

Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, <http://adminguide.stanford.edu>