

2025 HUSKY AMBASSADORS POLICIES AND EXPECTATIONS

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*****Please note all days and times listed will be in Pacific Standard Time.***

SECTION A

POSITION DESCRIPTION

OVERVIEW

The Husky Ambassador (HA) serves as a leader, supporter, and facilitator to first-year students to provide a seamless transition to the UW. As a team, we provide high-quality education, support, and transition resources to over **9,200 first-year students**, including transfer and international students.

As a Husky Ambassador, your primary role will be to support students' transition into the University and lead groups in-person during Advising & Orientation Part 3 sessions. HAs are required to attend all training days and session dates outlined in [Section B: Timeline and schedule](#).

ROLE RESPONSIBILITIES

Husky Ambassadors will do the following:

- Facilitate engagement, dialogue, and activities with a group of up to 20-50 incoming students for each Advising & Orientation session in person, on campus. A typical day will include:
 - Greeting students, assisting with check-in, and distributing swag.
 - Guiding conversations and facilitating workshops about the UW experience.
 - Assisting students in navigating students around campus and highlighting key resources at the UW.
 - Offering personal insights and stories to help students connect with campus life and feel more confident starting at the UW.
- Portray the University of Washington, its policies, services, and campus life in a positive manner to first-year students and families.
- Promote and encourage engagement in all FYP Programs (Dawg Daze, FIGs, Commuter and Transfer Commons, First-Year Networks).
- Other duties as assigned by FYP to support planning and facilitation of A&O and new student transitions. Please note that the HA role also requires behind the scenes logistics, actions, and projects to support the transition of first-year students. In addition to these tracks, expect to do projects that support the overall work of the First Year Programs office.
- See [Section D: Policies and expectations](#) for more details.

REQUIREMENTS

- Be a full-time **undergraduate** (12 credit hours), enrolled **autumn quarter 2025**, at the University of Washington in Seattle.
- Have a minimum 2.5 cumulative GPA
- Must be able to commit to attending the Husky Ambassador training days (**virtual training on September 13, in-person training on September 15, times TBD**)
- Review and be able to work the dates of Advising & Orientation Part 3 ([Section B: Timeline and schedule](#))
- Be in good academic and conduct standing with the University, prior to and throughout the entire term of employment.

TERMS OF EMPLOYMENT

Employment term: September 8, 2025–March 30, 2026* (see [Section B: Timeline and schedule](#))

Paychecks will be issued every two weeks (first paycheck will be issued on September 25, 2025).

**Husky Ambassadors remain on First Year Programs (FYP) payroll through the school year to be able to work during winter and spring-admit A&O Part 3 sessions based on availability.*

FYP-PROVIDED RESOURCES

FYP will provide an **FYP shirt** that must be worn during the session.

FYP has access to **laptops, HDMI adapters, and other tech** if needed to successfully facilitate sessions.

COMPENSATION AND BENEFITS

- You will be paid at a rate of **\$20.76/hour** over the course of your employment via direct deposit.
 - Husky Ambassadors can expect to work 21.5 hours in total for their Advising & Orientation shifts, and additionally will be paid for all training hours from 9/13–9/15 (times TBD).
- Develop skills in public speaking, time and task management, communication, and interpersonal and professional development
- Make a lasting impact on all incoming students, families, and guests.
- **Please note that housing is not provided for this position.** Husky Ambassadors must secure their own housing during the course of the Husky Ambassador training days and Advising & Orientation Part 3 sessions.

FYP STAFF SUPPORT

Supervisor and main point of contact:

Halee Trinidad, Program Manager

Program support:

Courtney Saben, Associate Director

LeAnne Wiles, Executive Director

SECTION B

TIMELINE AND SCHEDULE

TRAINING DAYS

September 12 and September 15, 2025

- September 12: virtual training over Zoom, time TBD
- September 15: in-person training on campus (meeting at MGH 120), time TBD

ADVISING & ORIENTATION PART 3 SESSIONS

September 16–23, 2025

- Refer to the schedule below for the dates and times of the Advising & Orientation shifts that Husky Ambassadors are required to work.
- Each Husky Ambassador will be assigned to a specific classroom where they will conduct their group facilitation sessions, and this will be assigned prior to the Husky Ambassador training. Shifts will always begin in the Commuter & Transfer Commons (HUB 141) before going to one's assigned classroom.

Monday 9/15	<i>No program</i>	In-person training (time TBD)
Tuesday 9/16	<i>Transfer session</i>	Shift time: 10:00 a.m.–3:00 p.m. Includes paid rest break 5 total hours
Wednesday 9/17	<i>Freshman U.S. and INTL</i>	Shift time: 7:00 a.m.–2:00 p.m. 30 min. meal break 5.5 total hours
Thursday 9/18	<i>Freshman U.S. and INTL</i>	Shift time: 7:00 a.m.–2:00 p.m. 30 min. meal break 5.5 total hours
Friday 9/19	<i>Freshman U.S. and INTL</i>	Shift time: 7:00 a.m.–2:00 p.m. 30 min. meal break 5.5 total hours
Saturday 9/20	<i>No program</i>	
Sunday 9/21	<i>No program</i>	
Monday 9/22	<i>No program</i>	
Tuesday 9/23	<i>Make-up session</i>	OPTIONAL — we will only need 2-3 Husky Ambassadors for this session, and will select Husky Ambassadors who would like to work this session on a first-come, first-served basis. Shift time: 7:00 a.m.–1:30 p.m. 30 min. meal break 5 total hours

ADVISING & ORIENTATION PART 3 SESSIONS: WINTER AND SPRING ADMITS

January 2026 and March 2026, specific dates and times TBD

- These sessions are optional and Husky Ambassadors only need to work these sessions if they want to
- We will only need 2-3 Husky Ambassadors for these sessions, and will select Husky Ambassadors who would like to work this session on a first-come, first-served basis
- Specific dates and times of these sessions will be released later in the academic year

SECTION C

POLICIES AND EXPECTATIONS

FYP has policies and expectations that Husky Ambassadors are expected to follow. Please review these policies and expectations as well as the [University policies](#). See [Section E: Support and accountability](#) for further details about how we work with Husky Ambassadors that may not meet these expectations.

1. General conduct and team communication

- 1.1. Communicate with FYP staff, other campus offices, and your students in an honest and timely manner.
- 1.2. The FYP staff are here to help you make decisions and navigate issues. Keep FYP informed of all issues that impact your work so we can help you.
- 1.3. Immediately notify your supervisor if you are missing work due to illness or emergency. If running late or have a last-minute change in schedule, communicate via phone or Microsoft Teams.
- 1.4. Check Microsoft Teams and email regularly for updates and information pertinent to the role.
- 1.5. As a representative of the University, you are expected to abide by the [UW Student Conduct Code](#) and laws of the state of Washington.
- 1.6. Before and during Husky Ambassador related work, you will not consume or be under the influence of alcohol, cannabis, or any type of illegal substance.
 - 1.6.1.1. Husky Ambassadors over 21 will not purchase or supply alcohol or cannabis for persons under 21.
 - 1.6.1.2. Husky Ambassadors under 21 will not consume or be under the influence of alcohol or cannabis at any time.
- 1.7. Ensure your public online identity and conduct is aligned with these expectations. Using personal social media accounts and telephone numbers to communicate with students within the context of this role is permitted, but Husky Ambassadors must be conscious of personal boundaries and accounts you'd like to keep private.
- 1.8. Return any checked out technology equipment to FYP by the assigned due date. Any items or technology keys checked out from Student Tech Fee, FYP, or Academic Technologies must be returned by the end of the quarter. Failure to do so will result in being fined a fee to replace the item.
- 1.9. Husky Ambassadors are strictly prohibited from entering into sexual or romantic relationships with program participants.
- 1.10. FYP encourages your feedback and discourse on ways **we can continue to improve throughout the term of your position**. We ask that you communicate any ideas or feedback with an FYP professional staff member directly via the following methods: scheduling a time to meet in-person or via video-chat, sending a text message or direct message on Microsoft Teams, calling the phone during business hours, or a set process as identified by program staff. If you would prefer to provide anonymous feedback to FYP, we encourage you to use the [FYP feedback form](#).

2. Position responsibilities and logistics

- 2.1. Always prepare for your Husky Ambassador shift and model full engagement and participation in all Husky Ambassador training and A&O programs and sessions.
- 2.2. Your primary role as a Husky Ambassador is to develop a community among your students and provide transition support. While this development will take time, you are expected to commit yourself to this goal throughout your position and make connections with students assigned to your cohort, learn their names, and build an environment that will support their transition.

- 2.3. Share your personal journey and experiences during your sessions. Reflect on your successes and failures, the resources you used, and the support you received as a UW student. Use these reflections to help your students learn from your experiences. Encourage students to explore diverse stories, backgrounds, and identities, inspiring them to engage in new experiences.
- 2.4. With guidance from FYP staff, Husky Ambassadors are expected to adapt their prepared modules (presentations, activities, and interactions) to meet the individual needs of your students.
- 2.5. Create a welcoming environment for all students by using inclusive language and making decisions that appropriately weigh your role as a peer and an authority figure.
- 2.6. Promptly confront behavior that harms the community. Be an advocate for students who experience discrimination, bullying, or harassment by notifying FYP of students who need support.
- 2.7. Be consistent in your confrontation of issues. Any exceptions you make for one student as a peer you must be willing to make for all.
- 2.8. Educate students about University policies, specifically policies that concern the safety, security, academic success and personal development of all UW students.
- 2.9. Understand that diversity is a core value of the University. The University and those within it must actively work to create and maintain learning, working, living, and healthcare spaces in which students, faculty, and staff from diverse backgrounds believe they can thrive. Husky Ambassadors must continually assess their own learning and understanding to model respectful behavior across differences.
- 2.10. Recruitment for any specific student organization is not allowed, nor is communication of negative attitudes, feelings, or degrading stories about individual members, organizations or types of organizations. This includes all fraternity and sorority members in IFC, PHC, NPHC, and UGC.
 - 2.10.1. Husky Ambassadors that are members of the Greek community are prohibited from recruiting for your chapter while working as a Husky Ambassador.
 - 2.10.2. Husky Ambassadors that are members of the Greek community are permitted to share their individual affiliation (verbally, decorations, jewelry, etc.) in a general context if it doesn't cross the line into recruitment. If you are worried about that boundary you are encouraged to NOT share your direct affiliation.
- 2.11. Husky Ambassadors will be provided with a uniform and are required to wear it throughout the program and additional events. Husky Ambassadors are responsible for keeping their uniform clean and professional.

3. Confidentiality and safety

- 3.1. You are required to keep FYP informed of any information that you learn as part of the Husky Ambassador role, especially if the health or safety of any individual is at risk. All information shared with FYP will be kept private, but due to mandatory reporting laws and [University Policy](#), we may be required to report that information to the appropriate authorities.
- 3.2. All student information that you have access to through your Husky Ambassador role must be handled in line with [FERPA Policies](#).

SECTION D

SUPPORT AND ACCOUNTABILITY

Supporting each other is critical to our ability to effectively operate as a team. While it is expected that each Husky Ambassador holds themselves accountable to the Husky Ambassador expectations, we understand that this may not always happen consistently. Below are a few approaches to how we support each other in FYP as we hold Husky Ambassadors and all FYP staff to a high standard.

Conversation with FYP professional staff

- FYP considers every situation to be unique with its own context and background.
- Professional staff will always meet with you in an effort to understand your perspective.

Written documentation

- FYP staff will always document these conversations in a confidential email to you outlining what you discussed and any agreements or next steps.
- Please respond to this email with any information that may have been missed or with follow-up questions.

Action plan

- As part of your conversation with FYP professional staff, you may agree to put together a written action plan that outlines the steps you and FYP will take to help improve your performance.
- This plan is flexible and meant to help make you a stronger leader, so please take an active role in creating this plan.

Dismissal from the Husky Ambassador role

- The decision to be dismissed from the Husky Ambassador role usually comes from the Husky Ambassador themselves as they realize that they cannot fulfill the expectations of the role. Please inform FYP immediately of any situations that would cause you to consider this.
- At times, this decision is made by both the Husky Ambassador and FYP through a series of conversations and/or action plans.
- Serious situations may put FYP in a position to make the decision to dismiss the Husky Ambassador from the role. In this case, FYP will always meet with the Husky Ambassador and provide written documentation.