



PARTNERSHIP FOR PUBLIC SERVICE

UNITED STATES PATENT AND TRADEMARK OFFICE STUDENT AMBASSADORS PROGRAM | POSITION DESCRIPTION

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Through event planning, campus stakeholder engagement and creative marketing efforts, your work will provide the opportunity to inspire your peers to consider full-time and internship positions at the USPTO. In addition to receiving a stipend for work completed, participation in this program provides numerous benefits, including maintaining long-lasting, professional relationships with the USPTO, student and faculty contacts at your campus, and gaining valuable resume-building and professional development experience.

In conjunction with the USPTO, the *USPTO Student Ambassadors* program is sponsored by the Partnership for Public Service (the Partnership), a nonpartisan, nonprofit organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way the government works.

QUALIFICATIONS

To serve as a USPTO Student Ambassador, you must be:

- Enrolled in an internship at the USPTO during summer 2015;
- Enrolled as a student in an accredited degree-granting college or university in the United States for the 2015-16 academic year (Note: You may **not** study abroad at any point during your tenure as an ambassador); and
- Able to participate in the program for the entire 2015-16 academic year.

Ideal candidates will have:

- Demonstrated commitment to public service;
- Strong interpersonal and communication skills;
- Demonstrated involvement and leadership in extracurricular activities;
- The ability to manage and prioritize multiple and varied assignments; and
- The ability to dedicate at least seven hours per week to Ambassadors' related activities.

RESPONSIBILITIES AND EXPECTATIONS

USPTO Student Ambassadors work approximately seven hours per week, with one to two of those hours dedicated as "office hours." These hours serve as a regular time each week committed to completing ambassador duties, though the additional hours are flexible. In addition to regular webinars and phone calls with a Partnership coach, prospective ambassadors can expect to complete requirements similar to those outlined below:

- Conduct one introductory and one end-of-year meeting with faculty/staff representing career services
- Conduct 8 meetings with faculty/staff members
- Conduct 3 meetings with student group leaders
- Represent the USPTO in at least 1 campus career fair
- Conduct regional outreach to at least 1 nearby college/university
- Conduct 6 general marketing activities

- Conduct 6 presentations or workshops
- Conduct 12 one-on-one or small group advising sessions
- Publish 2 articles

BENEFITS AND COMPENSATION

USPTO ambassadors can expect a variety of benefits from their participation in the program:

- Direct engagement with the United States Patent and Trademark Office;
- Develop an extensive academic and professional network of contacts;
- Gain valuable resume-building and professional development experience;
- Experience in leading a major outreach effort on behalf of an organization on a college campus;
- Receive individualized coaching, training and professional development from a Partnership coach;
- Share your passion for USPTO with your peers; and
- Receive a \$2,000 stipend for your work.

Apply [HERE](#) to become a USPTO Student Ambassador.

Applications will be accepted on a rolling basis until all positions are filled.

QUESTIONS

If you have any questions concerning the program or the application process, please contact ambassadors@ourpublicservice.org.