

CFA SOCIETY TORONTO

STUDENT AMBASSADOR PROGRAM

2025 Applicant Guide

This guide is designed to help you prepare your submission to be a CFA Society Toronto Student Ambassador. Please review it thoroughly before submitting your application.

Overview

CFA Society Toronto's Student Ambassador Program offers undergraduate and graduate finance and economics students in the Greater Toronto Area the opportunity to represent our post-secondary outreach programming at their schools.

Program Benefits

- **Mentorship:** Gain one-on-one mentorship with experienced CFA charterholders (see Student Mentorship Program for details).
- **Networking:** Opportunities to connect with CFA professionals and peers.
- **Invitation to an expert-led finance webinar:** Get access to attend a specialized free webinar hosted by the Financial Modeling Institute (FMI), the organization that develops the CFA exams.
- **Exclusive Events:** Opportunities to attend CFA Society Toronto events and dedicated student ambassador sessions.
- **Recognition:** Receive a certificate of participation recognizing your contributions as a Student Ambassador and be featured in the Spring issue of our quarterly magazine *The Analyst*, on our website, social media, and at the Annual Volunteer Appreciation Event.

Student Mentorship Program

One of the key benefits of the Student Ambassador Program is personalized mentorship from experienced CFA charterholders. The mentorship component aims to offer ambassadors guidance, industry insights, and career advice through a structured but flexible format.

Program Structure

- **Duration:** September – April
- **Mentor Matching:** Each student ambassador is paired with a CFA Society Toronto volunteer (mentor)
- **One-on-One Sessions:** Minimum of one virtual or in-person mentorship session per semester (two per academic year).

Mentorship Expectations

- **Timeline:** Students will be introduced to their mentors through email after the mandatory training session in October.
- **Student-Led Preparation:** Students must come prepared with specific questions or topics to discuss during their sessions, such as:
 - Resume/CV feedback and interview tips
 - Guidance on preparing for the CFA Program and becoming a Charterholder
 - Career pathways in the finance and investment industry
- **Points of Contact:** Student Ambassadors can reach out to their mentors for career advice, guidance, or feedback. Any questions about the Society, University Relations Program, or their responsibilities should be directed to Society staff.

Scheduling

- **Flexible Scheduling:** The mentor and student arrange meeting times that work for both of them.
- **Confidential and Professional:** Sessions are intended to be open, professional conversations to support the student's career and academic development.

Benefits of Mentorship

- Personalized guidance from CFA Charterholders
- Real-world insights into careers in the finance and investment industry
- An opportunity to ask questions, receive feedback, and build lasting professional relationships

Eligibility

- 3rd or 4th year undergraduate student currently enrolled in a finance or business program.
- Graduate student currently enrolled in a Master of finance or business program.

Priority will be given to students that are:

- In good academic standing
- Currently a member of a registered investment or finance club on campus
- A previous Student Ambassador with CFA Society Toronto
- A CFA Candidate
- Recommended from a Society member

Ambassador Roles Available per School

- Two 3rd year Student Ambassadors
- Two 4th year Sr. Student Ambassadors
- Two Graduate Student Ambassadors

Please note, CFA Society Toronto has the right to consider offering additional roles per school.

Roles and Responsibilities

(For additional details please refer to the Student Ambassador Role Description document).

- Serve as the primary connection between CFA Society Toronto and your school. Be the point of contact for any students or faculty that have questions about the CFA Program and CFA Society Toronto's post-secondary outreach programs including questions about application processes or status.
- Engage with faculty and finance and investment clubs on campus to promote CFA Society Toronto's University Relations Program. Share CFA Program and Society resource materials.
- Work together with the other Student Ambassadors at your school to exchange key learnings and support each other. As a team, decide who will take on which tasks and how you'd like to organize your responsibilities.
- Plan for succession by recruiting future Student Ambassador before the end of the school year.
- Promote Society Initiatives: Raise awareness of the following programs:
 - Undergraduate Awards
 - University Sponsorship Program
 - University Outreach Program
 - Student Ambassador Program
 - Outreach Program
 - CFA Societies Canada Ethics Challenge
 - CFA Institute Research Challenge
- Attend School Events: Represent CFA Society Toronto at relevant school events on campus and encourage attending students to take the event survey. Events include:
 - Outreach requests for CFA Info sessions
 - Any events sponsored by CFA Society Toronto
 - A minimum of one Student Ambassador per school is required to attend each event.
- Attend Society webinars: CFA Society Toronto will host two 1-hour virtual webinars for Student Ambassadors, once per school semester. A minimum of one Student Ambassador per school is required to attend each webinar.

- Assist with coordinating two 60-minute one-on-one sessions with your CFA Society Toronto assigned mentor. Connect with your mentor to determine a time that works for both of you to meet (in person or virtual). Meetings will occur once per semester and will be structured as an “Ask me anything” format.
 - Student Ambassadors are expected to come to these meetings prepared with questions such as resume/CV feedback and interview tips, guidance on preparing for the CFA Program and becoming a Charterholder, or career pathways in the finance and investment industry.

Submission Requirements

1. **Résumé** (in PDF format)
2. **Unofficial Transcript** (in PDF format)
3. **Signed Faculty Acknowledgement Form** (in PDF format)
4. **Consideration statement on why you would like to be a CFA Society Toronto Student Ambassador** (max 250 words)

Judging Criteria & Weightings

Your submission will be evaluated across **five main criteria**, weighted as follows:

- **Academic Standing & CFA Program Interest (15%)** – Current academic standing and CFA candidate status.
- **Volunteer Experience (25%)** – Executive or active roles in finance/investment clubs on campus, prior mentoring or volunteering experience with the Society or other organizations.
- **Motivation (25%)** - 250-words or less on why you want to be a Student Ambassador.
- **Communication (20%)** - Quality of written application & résumé format.
- **Faculty or Society Endorsement (15%)** – Referral from faculty or Society member.

Key Dates

- **Applications Open:** August 22, 2025
- **Application Deadline:** September 17, 2025 at 11:59pm EST
Incomplete or late submissions will not be considered.
- **Student Ambassadors Confirmed:** September 30, 2025. Selected Student Ambassadors will be contacted by CFA Society Toronto the week of September 30 – October 3.

Frequently Asked Questions (FAQs)

Q1: How do I apply?

A1: Any interested students must apply through the CFA Society Toronto website. Please do not send applications or documents to Society staff or members. Only applications submitted through the Society website will be considered. <https://www.cfatoronto.ca/university-relations>

Q2: How do I know if my application went through?

A2: Once you hit submit on the application the page will refresh and you should see a submission confirmation (this may take a few minutes). If your application did not go through please reach out to CFA Society Toronto before the September 17 deadline. Please note: If you submit your application multiple times you may get an error message. Please submit your application ONCE.

Q3: When will I know if I have been selected as a Student Ambassador?

A3: Student Ambassadors will be confirmed by September 30, 2025. CFA Society Toronto will be reaching out to all selected Ambassadors the week of September 30 – October 3.

Q4: I don't know any faculty members. How do I find one?

A4: Please reach out to any faculty you have previously worked with including professors, program coordinators/administrators, or academic advisors. You can also contact your school's student services department or program coordinator for your program for further assistance. If your school requires more information please share with them all relevant documents including the Faculty Acknowledgement Form, Student Ambassador Role Description, and Applicant Guide.

Questions?

If you have additional questions, please reach out:

CFA Society Toronto

Email: universityrelations@cfatoronto.ca

Good Luck!

We look forward to reviewing your submission and appreciate your interest in the Student Ambassador Program!

—CFA Society Toronto