



EMK Envoy

Manual Book

What is EMK Envoy?

To promote American leadership through people to people exchanges, EMK Center has recruited the first batch of envoy. An envoy is responsible to promote the activities of EMK Center and other American Spaces within individual's academic institute. The core responsibilities of the envoy are not only to make people aware of EMK Center's ventures but also to make sure that students participate in the activities promoted to US foreign policy and public diplomacy.

Why EMK Envoy?

As an American Space, EMK promotes open-access learning and interaction to share values for community development. Focusing on this core theme, the Center is invoking the students into participating in employability and skill development activities in order to prepare them for fourth industrial revolution. Through the selected representatives, EMK wants to build job readiness capacity through workshops, training and networking. Core objectives for the program are:

- To establish a body of youth students, from varying socio-economic backgrounds, who will be accessible to the EMK Center as the first point of contact of the educational organizations.
- To create a structured communication mechanism between the EMK Center and educational bodies.
- To enable opportunities for youth participation by taking leadership in their own institutions as an EMK representative.
- To ensure that the youth are provided with necessary training and opportunities to facilitate easy professional communication with proper etiquette.

Why to Join as Envoy?

Being the first point of contact between their respective institutions and EMK center, an envoy facilitates between:

- The EMK Center and the authority/management body of the institution
- The EMK Center and the various student clubs prevailing in the institution
- The EMK Center and any ongoing/forthcoming event at their institution

Each envoy membership is set to be of a one-year period with all the facilities from EMK Center and American Center.

EMK arranges special sessions on employability which includes cognitive and technological training specially for the envoys.

Exposure and experience to with EMK team on voluntary basis.

Envoys will receive an appreciation certificate after completing the tenure as an envoy.

Performing envoys will receive recognition certificate for their diligence.



How Envoys Recruited?

A total of 26 envoys were selected from 16 universities from the Dhaka representing dynamic educational and experience with a special focus on extra-curricular activities. Association in at least one extra-curricular activity was heavily prioritized during the selection process. The selection process is:

First Round: Open call for application

465 students submitted the applications through an online form



Second Round: Shortlisting candidates

50 candidates were shortlisted based on their writing and work experience

Third Round: Online video submission

35 envoys have submitted a video showing their interest and analytical skills



Fourth Round: Offline assessment

A group assessment and 1:1 interview took place on teamwork and cognitive skills



Final Round:

26 students were selected as EMK Envoy

Visit **EMK Center**

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