

Student Ambassador Application Packet

Definition of a Student Ambassador:

Student Ambassadors are responsible for representing Southwestern Community College on and off campus, assisting the SCC Foundation in various ways with regard to fundraising and community relations, and assisting the SCC Office of Admissions with recruitment and retention. Additionally, Student Ambassadors will work with SCC faculty and staff in various supporting roles. They reach out to both prospective and current students and make them aware of the programs and services available through SCC. Specifically, they assist with student activities, New Student Orientation, New Century Scholars events, the annual golf tournament, Spring Dinner Theatre, and commencement.

Duties & Responsibilities

- 1) Develop an expanded knowledge of, and interest in, Southwestern Community College.
- 2) College recruiting/admissions efforts, which includes:
 - a. Representing the college at on-campus college fairs, career and majors fairs, and open house events.
 - b. Assisting with weekly information session/campus tours and with scheduled group events.
 - c. Assisting in planning and implementation of community service project and other special events as they develop.
- 3) Student Retention efforts, which include assisting with:
 - a. New Student Orientation and advising sessions for students.
 - b. Feedback, input and information about orientation programs.
- 4) Foundation fundraising/community relations efforts, which include assisting with:
 - a. Annual SCC Golf Tournament.
 - b. Ducks on the Tuck.
 - c. New Century Scholars events.
 - d. SCC Foundation's Dinner Theater.
 - e. Creation of an alumni database and quarterly newsletter.
- 5) Assume additional task/responsibilities as needed (i.e. assisting with special projects as they arise).
- 6) Organize and implement a community service project for the students, faculty and staff of SCC.
- 7) Promote student activities and services.
- 8) Appear in college promotional materials.

Application and Selection Process:

All Southwestern Community College Student Ambassadors will be selected through the written application and the following process:

- 1) Ambassador candidates must complete the application and return it to the Admissions Office or to the Director of the SCC Foundation.
- 2) Applications will be reviewed by the Ambassador Selection Committee. This committee is made up of the Foundation Director, Admissions Officer, Dean of Student Services, and members of the faculty.
- 3) Upon review of your application, there will be an interview and selection process. You will be contacted by phone or e-mail to schedule a time for interview.
- 4) Students selected to serve as SCC Student Ambassadors should plan to be available for an introductory training session, which will be announced at the interview.
- 5) Students will be notified by phone or e-mail if selected.

Selection Criteria:

Student Ambassadors must possess the following skills/characteristics:

- Positive attitude about Southwestern Community College.
- Good academic standing at Southwestern Community College.
- Excellent communication skills in one-on-one and group settings and follow-through skills.
- Some knowledge of Southwestern Community College programs and services (to be enhanced in training sessions).
- Understanding the needs of new students.
- A demonstrated potential for leadership ability.
- Organizational and time management skills.
- Willingness to work with all kinds of people/students and groups and answering questions.
- Possess personal kindness, and must be dependable, outgoing, enthusiastic, and have a neat appearance.
- Possess the ability to listen, problem solve, and react quickly.
- Respect for diversity.
- Students must be registered for at least twelve (12) credits for the fall and spring semester and must maintain at least a 2.5 GPA. Prefer students who are planning to take summer classes.

Other important information about the Student Ambassador Program:
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Training:

All Ambassadors will receive training as a part of the program. Training will familiarize Ambassadors with all information represented in the job description.

Hours:

- Hours for Ambassadors will vary according to each student's schedule and activities.
- Depending on the size of the group, you may be expected to work four (4) to six (6) hours per week.
- Exact schedules of tours, meeting times and time commitment will be confirmed once the Student Ambassadors have been selected.
- Must attend 75% of student events/activities on campus and select events/activities off campus, class schedule permitting.
- A FULL YEAR Commitment is required.

Experience that would be acquired:

- Meeting/developing new friends.
- Developing leadership skills.
- Assist with planning Student Activities.
- Serve as hosts during special events on campus.
- Meet and greet prospective students, families, alumni, and special guests.
- Conduct campus tours.
- Scholarship Money! This is a paid position. Student Ambassadors receive a \$1,000 scholarship that goes toward the cost of tuition and a \$100 book stipend for the academic year in which they serve. Additionally, Ambassadors will receive organizational apparel, which will be worn at events and activities.
- Be on the cutting edge of the day-to-day happenings at Southwestern Community College.

For more information contact:

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Southwestern Community College
STUDENT AMBASSADOR PROGRAM
Application Form

PLEASE ANSWER ALL QUESTIONS:

1. Name: _____

2. Address: _____

3. Telephone: Home: _____ Work: _____ Cell: _____

4. SCC Email: _____ Personal Email: _____

5. Social Security Number: _____

6. Do you plan to pursue a degree at Southwestern Community College? _____
If so, in what degree program are you enrolled? _____

7. How many college credit hours have you completed at SCC with a 3.0 G.P.A.? _____
(Minimum of 15 college credit hours at SCC)
How many semesters have you attended SCC? _____
(Minimum of one (1) semester at SCC)

8. List below the high school you graduated from and any colleges attended after high school:

Previous College(s) Attended	Dates Attended		Degree Received
	From	To	

High School:

9. Are you currently working? _____ Yes _____ No

10. If yes, place of work: _____

Job Title: _____

Work Schedule: _____

11. Previous Employment History:

Company Name	Job Title	Dates
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1. _____

2. _____

3. _____

11. How will you ensure that your schedule is flexible enough to permit active participation in the Ambassador Program? _____

12. What form of transportation will you use to attend Ambassador events? _____

13. How long do you plan to be a student at Southwestern Community College? _____

_____ Explain: _____

14. What do you plan to do with your education from Southwestern Community College? What are your goals/aspirations? _____

15. What are your hobbies/interests? _____

16. Please list current community and/or campus involvement: _____

17. Student Ambassador activities will include recruiting students, leading campus tours, and speaking to groups in the community. What other ways do you believe you can contribute as an Ambassador? _____

18. What are your special skills/qualifications? _____

19. What specific skills and knowledge do you hope to gain from your participation in Southwestern Community College's Ambassador Program? _____

Student Signature _____ **Date** _____

Please return this completed application form along with a copy of your class schedule to the Admissions Office, first floor of the Balsam Center by: September 22, 2005.