



Student Ambassador Program Information

Become part of a dynamic team! The Office of Recruitment is **seeking outgoing, friendly, positive students** to represent PCC! The Student Ambassador Program is not your average work-study job! Ambassadors get paid to have fun, get out into the community, and sharpen the skills it takes to start a career or transfer to a university!

Student Ambassadors

- Are flexible and willing to learn new things
- Love meeting and talking to new people
- Provide excellent customer service
- Have PCC Spirit
- Believe in the power and value of education
- Have a commitment to diversity and inclusivity

Job Duties

- Work in the **New Student Studio!** Help new students through the enrollment process.
- Show off our beautiful campus! Provide **campus tours** to groups and individuals.
- Get out and about! Represent PCC at campus and community **events**.
- Hone your professional office skills! Email, call and follow up with **student questions**.

Benefits

- Work approximately 15 hours per week **around your class schedule** and receive a paycheck every two weeks.
- Improve the **job skills** you already have and learn new ones.
- Take advantage of **soft skills** training and development.
- Get hands-on work experience and **make your resume stand out**.



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Minimum Qualifications

- Enrollment in at least 6 credit hours each semester
- Eligibility for financial aid
- Ability to work occasional evenings and weekends
- Please note: Students concurrently enrolled in high school are not eligible for work-study employment.

Preferred Qualifications

(Must be clearly documented on resume)

- Customer service experience including working one-on-one and via phone with clients/customers
- Familiarity with Microsoft Office suite (Word, Excel, etc.) and proficient keyboarding skills
- Ability to work a flexible schedule based on program demand
- Ability to work well with others on a team
- Ability to work independently when needed

Ambassador Appointment Requirements

- Applicant will be interviewed by a selection committee for approval.
- Appointments will not be considered final until applicant has passed the required background check.
- Applicant names will be forwarded to the Chief Student Services Officer for a disciplinary clearance signature prior to final appointment.
- Selection will be for a one-year appointment. Current ambassadors must reapply annually.
- Final appointments will be made by the Office of Recruitment.