



# Student Ambassador Program

Become part of a dynamic team! The Student Ambassador Program involves PCC honor students who use their talents to represent and promote the college to prospective students, guests, current students and local community members. The program provides a part-time employment opportunity while simultaneously providing hands on leadership skills for students attending the Pueblo campus.

## **BENEFITS:**

- Ambassadors will receive a starting wage of \$8.25 per hour for work performed on behalf of the college between 15 and 20 hours per week.
- Opportunity to make a positive impact on campus and in the community.
- Highly marketable and versatile job skills.
- Networking and community service opportunities with on and off campus individuals and organizations
- Leadership training and development.
- Hands on work experience.
- Assisting local youth with college awareness and enrollment process.

## **QUALIFICATIONS:**

- Applicant must have a cumulative GPA of 3.400 or above and have completed at least 9 credit hours of 100 level or higher classes at PCC.
- Applicant must enroll at least half-time (6 credits) for Fall 2008 and Spring 2009.
- Applicant must have a genuine interest in assisting others to attend college.
- Applicant must be willing to work a flexible schedule based on program demand.
- Applicant must have customer service experience including working one-on-one and via phone with clients/customers.
- Familiarity with Microsoft Suite (Word, Access, Excel) and proficient keyboarding skills.
- Willingness to speak publicly.
- Ability to work well with others on a team.
- Ability to work independently when needed.
- Willingness to work with local high schools.

## **AMBASSADOR APPOINTMENT REQUIREMENTS:**

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

## **WORK SCHEDULE & SUPERVISION:**

- Selected Ambassadors must be willing to attend a mandatory 3-day training session prior to start of fall semester.
- Hours will vary from 15 - 20 hours a week.
- Ambassadors may be required to work nights and weekends for recruiting and public relation events.

## **JOB RESPONSIBILITIES:**

- Conduct campus tours for individuals and groups
- Assist with career fairs as needed.
- Assist with planning, implementing and evaluating recruitment and graduation activities as needed.
- Assist with walk-in registration to guide new students through the process.
- Accompany staff on visits to business organizations, service clubs and other college meetings or activities as requested.
- Perform other duties as requested by the Office of Recruitment.
- Visit local high schools consistently throughout the semester to work with prospective students.

## **AMBASSADOR CODE OF ETHICS:**

Commitment to ethical conduct is expected of every Ambassador. This includes, but is not limited to, the following imperatives:

- Contribute to society and human well-being.
- Avoid harm to others.
- Be honest and trustworthy.
- Be fair and take action not to discriminate.
- Respect the privacy of others.
- Honor confidentially.

## **EVALUATION:**

The performance of each Ambassador will be evaluated on a regular basis. If work performance does not meet satisfactory standards, the Student Ambassador may be placed on probation, asked not to complete the semester or not to reapply to the program. Students must maintain a cumulative GPA of 3.200 in order to remain in the program.



## Ambassador Application – Main Campus

Submit to the Office of Recruitment, College Center-247  
Application Deadline: 5:00 p.m. on Friday, June 18, 2008

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_ DOB \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_  
Number of credit hours completed at PCC \_\_\_\_\_ See qualifications on previous page for details.  
Cumulative GPA \_\_\_\_\_  
*Cumulative GPA must be at least 3.400 at the completion of the spring semester 2008*  
Number of credit hours you will be taking in: Fall 08 \_\_\_\_\_ Spring 09 \_\_\_\_\_

The following are to be included and submitted with the application:

- Completed application
- Copy of unofficial transcripts
- Letter of recommendation, preferably from a PCC faculty or staff member and not a family member.
- Resume, including work history.

I understand that to be eligible for the Student Ambassador position I must be able to work between 15 and 20 hours per week performing specific recruitment, and public relations activities as assigned by the Recruitment Specialist.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED IN THE OFFICE BY 5:00 P.M. ON FRIDAY, JUNE 13, 2008.  
NO EXCEPTIONS.**

Pueblo Community College is an equal opportunity educational institution and will not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources to be its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, Colorado 81004, telephone and TDD 719.549.3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, telephone 303.844.2981, TDD 303.844.3417

Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (312.263.0456).