



WOODLAND COMMUNITY COLLEGE

STUDENT AMBASSADOR JOB DESCRIPTION

Goals and Objectives

The WCC Student Ambassador program is a method for providing leadership experience for students and tangible support for WCC functions. Student Ambassadors are offered special opportunities to explore their leadership and service potentials through an accelerated personal and professional development program. Ambassadors serve in a variety of capacities and participate in training opportunities unique to a community college setting.

Eligibility

To be eligible for the Student Ambassador program, students must:

- Have a minimum cumulative GPA of 2.5
The GPA will be determined by their most recent WCC transcript.
- You must have been a WCC student for at least 1 semester prior to applying.
(at least 12 units)
- Maintain a minimum cumulative GPA of 2.5
- Maintain Satisfactory Academic Progress (SAP)
- Have a willingness to be a student ambassador for two consecutive semesters.

Ambassadors must maintain a caring, service-oriented attitude with respect to the college and program objectives. This attitude is represented in a willingness to attend all program training sessions and serve in capacities deemed appropriate by the program Coordinator.

Continued academic progress toward each student's goal is central to the philosophy of the Student Ambassador program. Students are encouraged to apply only if they believe the program and service commitment will enhance their educational goals without hindering academic progress.

Conduct

Student Ambassadors are student representatives of WCC. They enjoy unique leadership opportunities and special advantages for personal enrichment and professional development. Student Ambassadors are expected to conduct themselves as campus leaders, exhibiting the behavior expected of a college representative. Students should exhibit a service-oriented attitude, a desire to meet and greet campus visitors, and a willingness to assist campus guests and prospective students interested in WCC. Personal grooming, attitude, habits, and speaking ability should be of the highest caliber.

College Duties

Student Ambassadors perform various duties and services as a WCC representative. Their duties include, but are not limited to leading the WCC campus tours, ushering events, representing the college in outreach capacities, meeting and greeting campus visitors, and attending mandatory student leadership and training sessions.



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WCC 2016 STUDENT AMBASSADOR APPLICATION FORM

Name _____ Student ID# _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Home Phone _____ Cell Phone _____

Number of semesters you have attended at WCC? _____ G.P.A. _____

What is your enrollment status? Full Time Part Time _____ # of Units Completed

WCC Entrance Date: _____ Expected Date of Graduation/Transfer: _____

Do you have a valid California Driver's License? Yes No

Do you have access to reliable transportation? Yes No

Will you be able to commit to an entire year of service? Yes No

What is your major? _____

Other than English, what languages do you speak fluently? _____

Will you be employed anywhere else while serving as a Student Ambassador? Yes No

If so, where? If you work on campus, please also list the days/times you work there:

Are you involved in any college clubs/teams/ groups on campus?

What computer programs, technology and/or social media site can you utilize comfortably? (Please List)

Have you ever been involved in any disciplinary actions at WCC? Yes No



STUDENT AMBASSADOR APPLICATION FORM

AVAILABILITY

Please list your work availability for the semester for which you are applying.

2016: Spring Fall

Example) If you are in class from 9-10:15, do not state that you are available to work at 10:15. Allow yourself time get to the work station in the student ambassador uniform that is given to every student.

Monday work availability: _____

Tuesday work availability: _____

Wednesday work availability: _____

Thursday work availability: _____

Monday work availability: _____

Saturday work availability: _____

Note: Per district policy you can only work up to 20 hours a week as a student.

Student Ambassadors may work up to 10 hours per week; hours are contingent upon your availability, campus needs and events planned. This does not guarantee that you will be scheduled up to 10 hours every week.

ADDITIONAL DOCUMENTS

Statement of Interest – Required, one page maximum

Attach a 1 typewritten page (double-spaced/12 font) answering the following question:
What is your strongest quality that would be most beneficial to being an Ambassador?
Why you are interested in serving as an Ambassador?

APPLICATION SIGNATURE

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and I authorize investigation of all statements herein recorded. I release all liability of persons and organizations reporting information required by this application. I grant permission to an authorized representative of Woodland Community College to verify my student records for purposes of this application.

Signature: _____ Date: _____

Please drop off completed application to Student Services (700 Building), Room 720, the Office of the Dean of Student Services. The Student Ambassador positions will be open until filled.
All updates on your submitted application will be sent to your student email



STUDENT AMBASSADOR RECOMMENDATION FORM

To be selected as a Woodland Community College Student Ambassador is an honor and an excellent opportunity for personal and professional growth. Students who are selected as Student Ambassadors should possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of pride for the Woodland Community College and its community.

Each potential Students Ambassador should have 1 Recommendation Form completed by a current/former employer or professor. All students are required to submit the recommendation form with their application. Employers/Professors may submit this in a sealed envelope, if desired.

Name of Applicant: _____

Please rate the student in the following categories: (1 being the lowest and 5 being the highest):

- Initiative 1 2 3 4 5
- Team work 1 2 3 4 5
- Positive Attitude 1 2 3 4 5
- Maturity 1 2 3 4 5
- Responsibility 1 2 3 4 5
- Communication Skills 1 2 3 4 5
- Dependability 1 2 3 4 5
- Dedication 1 2 3 4 5

What qualities does this person have that would make him/her a good WCC Student Ambassador?

How long and in what capacity have you known this applicant?

Would you recommend this applicant? Yes No

Name of Reference _____ **Title** _____

Phone Number _____ **Email** _____

Signature _____ **Date** _____

Questions? Please contact Joann Ramirez, Interim Student Engagement and Outreach Specialist, at 530-668-2595 or jramirez@yccd.edu