



## WOODLAND COMMUNITY COLLEGE

### STUDENT AMBASSADOR JOB DESCRIPTION

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#### **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.



WOODLAND COMMUNITY COLLEGE

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

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### 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: \_\_\_\_\_

Friday 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

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#### Statement of Interest – Required, one page maximum

Attach a one 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

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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 the Student Welcome Center, in room 809.**

**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

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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	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Team work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Positive Attitude	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Maturity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Communication Skills	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Dependability	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Dedication	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 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](mailto:jramirez@yccd.edu)**