

## **Student Ambassador Program**

The Student Ambassador Program, based out of the Marketing & Outreach Department, is an outreach and recruitment program designed to provide information and enhance communication with local feeder high schools and the community. The primary emphasis of the program is to provide students and parents, as well as high school counselors, staff, and faculty with resources and make them aware of the many opportunities and services available at Cañada College and throughout the San Mateo County Community College District.

### **Cañada College Student Ambassador Position**

*Term:* Fall and Spring Semester with limited summer hour's on-going (approximately 5-20 Hours/Week). **One-Year Commitment required.**

*Description:* The successful candidate will assist with Cañada College outreach and recruitment efforts on campus, at local feeder high schools, and in the greater community. Some evening and weekend hours will be required.

#### *Benefits of Being a Student Ambassador:*

- Build leadership experience and strengthen their public-speaking skills.
- Professional development to learn the overall aspects of community outreach and event planning.
- Gain insight to the day-to-day experiences of marketing a college.
- Represent Cañada College and serve as a role model to prospective, new and current students.

#### *Duties and responsibilities include, but are not limited to:*

- Ability to effectively communicate to students about the many opportunities and benefits of enrolling at Cañada College.
- Represent Cañada College at high schools, on campus and in the greater community. Events included but not limited to: staffing information tables, campus tours, high school career fairs and college fairs, application workshops, and community centers.
- Follow-up with potential students who have applied to Cañada College but have not registered.
- Maintain an effective working relationship with faculty and staff at high schools.
- Take initiative to be knowledgeable about college programs (e.g. College certificates, associate degrees, transfer services, honors program, etc.) and services (e.g. financial aid, Promise Scholars Program, EOPS, ASCC, Puente, SparkPoint, Colts Academy, STEM Center etc.)
- Maintain working relationship with college departments that participate in recruitment and outreach efforts.
- Assist in the collaboration and distribution of college/recruitment materials such as catalogs, schedules and enrollment forms.
- Work with the College Recruiter to maintain an update high school and community directories.
- Participate in bi-weekly staff meetings and mandatory trainings.



- Maintain professional uniformed attire when actively serving as a Student Ambassador.

*Required Qualifications:*

- Cañada College student in good academic standing (2.0 GPA) and enrolled in 6.0 units or more each semester.
- Must have vehicle and valid driver's license to visit outreach locations.
- Available to work 5-20 hours per week with flexibility to support evening and weekend events.
- Must have a valid Social Security card to be employed.
- Have a desire to learn more about community colleges and communicating to the public.

*Additional desirable qualifications:*

- Effective communication skills.
- Good listening skills.
- Comfortable presenting information to both small and large groups.
- Enjoys working with diverse student populations.
- Committed to working through at least **through July 2019**

Positions available: 2

Salary: \$15.50-16.50 per hour

*Notes: Though not all applicants are invited for interviews, applicants are placed on a waiting list when future positions open up.*

**Interested applicants should send:**

- Resume
- Letter of Interest/Cover Letter

**E-mail applications to:**

Mayra Arellano, College Recruiter

[Arellanom@smccd.edu](mailto:Arellanom@smccd.edu)

Questions:650.306.3166

**Employment Policy:** The San Mateo County Community District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.