

Student Ambassador Program

The “Student Ambassador Program” is a critical part of the Outreach Department. This program is geared for currently enrolled full time students, carrying 12 units or more, who are enthusiastic about their experience at the College of Marin and who are willing to work with young people and others in the community to orient them to the College and its many opportunities.

Student Ambassadors will provide interested students with information and visit local schools and community events as well as support classified staff and continuing students, as needed, especially during peak registration periods.

Student Ambassadors will:

- Get students (especially under-represented, first generation college) excited about coming to College of Marin through workshops/presentations and by sharing first-hand experiences
- Assist students with Student Success steps including pre-orientation sessions, online application to the College, signing up for placement testing, Counseling appointment to develop a Student Educational Plan, Orientation, and enrolling in classes, as well as providing FAFSA support
- Give campus tours to showcase programs and support services
- Provide ongoing navigational support to continuing students at the window and through College activities, e.g., Road to Success, Welcome Week, Job Fair, Transfer Day, etc.
- Represent the College of Marin and promote diversity among our student population at local schools, community organizations and non-profits at college fairs, events, parent meetings, panels, workshops, and on campus
- Choose a personal project based on interests/skills that will add value to Outreach work and your personal educational goals, e.g., improving public transportation, developing a virtual tour for Outreach webpage, writing curriculum for K-8 presentations, etc.

Student Ambassador Job Description

Under the direction of the Director of School and Community Partnerships, or assigned supervisor, you will participate in the following student services areas:

- Assist in the delivery of outreach programs and services targeting underrepresented populations and promote College enrollment throughout local schools and the community within the context of ongoing Student Success initiatives.
- Provide peer-advising and presentations for high school, middle school, and elementary school students describing the value of higher education at appropriate developmental levels.
- Attend mandatory monthly staff meetings.

- Represent the College at college nights, career fairs, school visits and other informational programs.
- Lead campus tours.
- Assist as needed in the planning and/or implementation of special activities such as Express Transfer Workshop, College Success Saturday, Summer Bridge, Transfer Day, Cash for College, Job Fairs, Super Saturday Festival, etc.
- Provide swing support among other Student Services Offices when needed, e.g., during peak registration periods, Ambassadors will assist students at the portals, provide directional information on the first week of each semester, participate in Orientation sessions, and trouble shoot as needed.
- Within provided guidelines, assist staff during application, registration, testing, and orientation/advisement sessions. Must be familiar with current programs, Student Success Act initiatives, relevant legislation, and procedural changes, etc., within the Enrollment Services, Counseling, Testing, Transfer Center, Financial Aid, and other College departments.
- Ensure the proper distribution of College of Marin informational brochures and class schedules to area schools.
- Participate in leadership workshops and in-service training as scheduled.
- Other duties as assigned.

Student Ambassador Qualifications

Minimum Qualifications:

- Must be a currently enrolled student at College of Marin or a transfer student who has been accepted to a 4 year institution in the Fall who is interested in working over the summer.
- Must maintain a 2.5 GPA or higher and be enrolled in a minimum of 12 units per semester
- Must be available to work between 5 and 15 hours per week, including occasional evening and weekend commitments (hours vary depending on the time of the year, i.e., registration periods, college fairs, orientations).
- Consideration will be given to student class schedules.
- Must be willing to provide assistance and be able to effectively relate with people of diverse cultural, social, and educational backgrounds.

Desirable Qualifications:

- Intent to enroll at College of Marin for at least two semesters after initial employment.
- Valid California driver's license.
- Fluency in a language other than English.
- One letter of recommendation from College of Marin faculty or staff member.

Department: Student Development and Special Services

Building: Student Services, Room 232

Supervisor: Anna Pilloton, Director of School and Community Partnerships

Phone ext.: x7663

Classification: Level D, Hourly rate \$15

Supervisor's Signature: _____ Date: _____

Dept. Chair's Signature: _____ Date: _____

Forward to Personnel for approval.

Administrative Dean Clearance: _____ Date: _____