

STUDENT AMBASSADOR APPLICATION PACKET

Purpose

Thank you for your interest in becoming a Student Ambassador. Student Ambassadors serve as the first point of contact to thousands of students each year. The goal of the Student Ambassadors is to educate prospective students, families, school groups and the general public on the programs, resources and student life at Contra Costa College (CCC).

Requirements

- Minimum 2.50 overall GPA
- Must be enrolled in a minimum of 5 units

Expectations

- Conduct Campus tours
- Offer CCC overview presentations at middle schools, high schools, and community based organizations
- Participate in college fairs and provide information about CCC
- Provide event assistance during departmental and campus events
- Provide assistance in the office
- Attend all Ambassador meetings and trainings
- Greet all visitors and answer questions
- Staff “Ask Me” information desk at the Student Life Department

Training

Student Ambassadors are required to attend two mandatory training sessions before the beginning of each semester. All training dates are provided in advance and all Ambassadors are expected to attend.

Evaluation

At the end of each of semester all Ambassadors are evaluated and rehired for the following semester based on their performance.

Compensation

Ambassadors are eligible for a \$100.00 stipend at the end of the semester (based on satisfactory evaluation).

Application Details

Please submit the completed application and recommendation forms to: **The Student Life Department, located in the Associated Students building.**

Student Learning Outcomes

Ambassador program created two Student Learning Outcomes to assess the effectiveness of the program:

- Students will gain a better understanding of the programs and services offered at CCC.
- Students will enhance their job readiness and leadership abilities, develop an understanding of their strengths and weaknesses and improve upon public speaking abilities.

STUDENT AMBASSADOR APPLICATION FORM

Instructions: Please complete this form and submit in person to the Student Life Department.

APPLICANT INFORMATION

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ACADEMIC INFORMATION

Current CCC Semester: _____ Will you be a student next semester at CCC? Yes No

Current GPA: _____ Major/Field of Study: _____

Current Semester Units: _____ Total Units Taken: _____

Student ID#: _____

ABOUT YOU

1. Why are you interested in becoming a Student Ambassador?

2. Are you bilingual? If so, please list the languages (other than English) that you are able to read/write/sign:

3. What experience have you had working, living, or going to school with people who are different from yourself and how might this help you as a Student Ambassador?

4. Are you comfortable speaking in front of groups? What is your experience presenting in front of groups?

STUDENT AMBASSADOR APPLICATION FORM *(continued)*

5. Please answer the following questions by checking one of the options on the right column.

- a. Are you familiar with:
- Microsoft Word Yes No Beginner Intermediate Advanced
 - PowerPoint Yes No Beginner Intermediate Advanced
 - Excel Yes No Beginner Intermediate Advanced
 - Publisher Yes No Beginner Intermediate Advanced
- b. Are you available to work in the evenings and on weekends? Yes No
- c. Do you have access to your own transportation? Yes No
- d. Do you have Federal Work Study? Yes No
- e. Do you have CalWORKs? Yes No
- f. Do you plan on transferring? Yes No

List the semester when you plan on transferring: _____

PLEASE FILL IN WORK EXPERIENCE BELOW OR ATTACH A RESUME

PREVIOUS WORK EXPERIENCE, PAID AND VOLUNTEER			
Employer	Start Date	End Date	Duties and Responsibilities

APPLICANT'S AVAILABILITY (Please indicate your hours of availability).						
	MON	TUES	WED	THURS	FRI	SAT
8:00am-9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am-10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am-11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am-12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm-1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00pm-2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00pm-3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm-4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm-5:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings <i>(indicate times)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

****If available time is not in an hourly increment, please specify time format in the appropriate box (Example: Mon - 10:45am/Friday - 3:10pm).**

STUDENT AMBASSADOR APPLICATION FORM *(continued)*

EXTRACURRICULAR INFORMATION

Are you involved in any clubs or sports, or currently working at a job(s)? If so, please list them below.

SIGNATURE AND DATE

By signing this form, I verify that all of the information provided is correct and factual to the best of my knowledge.

Signature: _____ Date: _____

STUDENT AMBASSADOR RECOMMENDATION FORM

Candidate's name: _____

The above candidate is applying for a leadership position with the Student Life Department. Student Ambassadors are responsible for providing campus tours and providing presentations to middle school students, high school student and general public.

Please answer the following questions:

1. How long have you known the candidate and in what manner did you interact with him/her?

2. Describe your experience with the candidate:

3. Please rate the candidate on the following:

Attribute	Excellent	Above Average	Average	Below Average	Unable to Determine
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Student Ambassadors are often the first contact that prospective students, families and other community members encounter when visiting CCC. Can this candidate successfully represent CCC to prospective students, families, and other internal/external constituencies? Why or Why not?

5. Please share additional comments about candidate's strengths and/or areas requiring development/ improvement regarding the Ambassador position:

Your name: _____

Title: _____

Phone: _____

E-mail: _____

Signature: _____

Please return completed forms to the student or to the Student Life Department in a sealed envelope with your signature over the seal.

Questions?

Contact us at (510) 235-7800, Ext. 4407 / or kramos@contracosta.edu