Work Study Job Description

Student Ambassador

Location: On-Campus

Name and Classification of Position: Student Ambassador I

Supervisor: Ariel Johnson

Rate of Pay and Expected Hours of Work: $10.00/hour, 10-20 hours per week*, Various hours at campus and community events. Evenings and some weekend hours may be required.

Eligibility: Must be registered for 12 or more credits

Purpose and Role of Job within the College:
Create a positive atmosphere on campus, help with student activities and student involvement, plan and implement engaging activities that support the campus community, support student success by being a resource, and encourage positivity on campus.

Duties and Responsibilities:
• Provide various services and referrals to FDLTCC that support the campus community
• Develop a knowledge of FDLTCC to assist other students
• Develop leadership skills
• Develop professional skills and communication skills
• Assist with duties and tasks related to events on campus while representing FDLTCC at events and activities
• Work with diverse populations and provide tips on being a successful student
• Attend meetings each week and attend Ambassador organized events
• Help in the student services area as needed
• Learn and have a working knowledge of service area equipment and assist students with general technical questions regarding student login, using student email, or locating resources on campus
• Maintain and share a positive and supportive attitude
• Support the campus community through actions, activities, and interactions

Qualifications and Required Skills:
• Willingness to attend workshops/trainings to develop skills in professionalism, leadership, organization, communication, and team building
• Must be able to commit to one academic year (Fall 2019-Spring 2020)
• Exhibit leadership, initiative, dependability, positivity, discipline, enthusiasm, and willingness to grow personally and professionally
• Communication skills face-to-face, over the phone, and via email
• Represents the college in a positive and professional way
• Maintain a 2.0 or better GPA
Learning Objectives:
To be a leader on campus and provide resources to new and returning students. Attend workshops to develop skills in professionalism, leadership, organization, communication, and team building.

After checking with the financial aid office for eligibility, interested students should email Ariel Johnson at ariel.johnson@fdltcc.edu with:

- Availability and contact information
- Statement on why you are interested in being an Ambassador and what you could bring to campus (skills, activities, etc.)
- Previous work experience as it relates to the responsibilities and qualifications

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and Work Study Handbook (https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

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(July 30, 2019)