



Work Study Job Description Student Ambassador

Location: On-Campus

Name and Classification of Position: Student Ambassador

Supervisor: Ariel Johnson

Rate of Pay and Expected Hours of Work: See website for current wage, 10-20 hours per week*, Various hours at campus and community events. Evenings and some weekend hours may be required.

Employment Dates: July 1, 2023, through June 30, 2024

Eligibility: Must be enrolled in 6 credits or more. 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.

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. Ambassadors instill the campus values through educational and engaging activities and events to holistically support students at FDLTCC.

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, 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
- 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
- Assist with the food pantry on campus
- Collaborate and organize events and activities with other student organizations on campus
- Create events and booths that provide education opportunities and/or holistic supports to students

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
- 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 \(https://fdltcc.edu/PDF/WorkStudyHandbook.pdf\)](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) for more information.

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(July 30, 2019)

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Thunder Ambassador Outline and Expectations

Hours per week per activity (minimum)	Activity	Definition
1 hour	Weekly Meeting	Full group. We will meet once a week to discuss upcoming events, needs on campus, and work on teambuilding.
1 hour	Professional Development	Full group. One perk of being an Ambassador is getting professional and personal development opportunities. From time management skills to how to build a resume and much more, you will be provided opportunities to learn and grow with no cost to you! If you have specific areas of interests, please let Ariel know!
1 hour	Booth in the commons	Individual or partners. We want other students to be able to connect with you if they have concerns or questions about things on campus. One hour each week you will be asked to sit in the commons corridor at a booth. You can either create specific booth topics to inform students about things (such as a resource on campus or wellness topic), or you can inform students of upcoming events.
3 hours	Office hours/tours	Individual or partners. You will need time to work on booth materials, posters, planning/organizing/preparing for events, and brainstorming ideas for other events we could do. This time will be spent in the student union area. As an Ambassador, you will also be expected to help our Admissions office by providing tours to small groups or individuals/families.
3 hours	Food Pantry	Individual or partners. As Ambassadors, you are asked to support your peers. One way we can do this is to provide more hours to students to access the food pantry. You will be trained on how to operate the food pantry.
1 hour	Self-guided learning	Individual. Knowledge is power! Ariel will set up a classroom on D2L where you can go through self-guided learning. The learning will provide opportunities for you to explore your interests, skills, and potential careers that may suit your skills and interests. It will also help you develop skills in communication, organization, and self-reflection.