The Student Ambassador Program is a leadership opportunity for students who are dedicated to personal and professional growth by serving and representing Everett Community College. Student Ambassadors provide campus tours, serve as an EvCC representative and perform duties at various EvCC campus and community events. Student Ambassadors also serve within Student LIFE and Welcome Center where they act as a first point of contact to visitors, by phone and in person.

**Application Deadlines:**
Monday, July 10, 2017 by 6pm
*Turn application in to Student LIFE or the Welcome Center, PSU or to studentlife@everettcc.edu.*

**Period of Employment:**
Sunday, August 27, 2017 – Friday, June 15, 2018
Summer employment may be available.

**Hours:**
- **REQUIRED:** Staff meetings - Wednesdays, 2pm-4pm
- 8-12 hours per week. *M-Th: 8am-7pm, F: 8am-5pm*
- Various hours representing Everett Community College at various campus and community events. *Evenings and some weekend hours may be required.*

**Salary:** $11.15 per hour

**Important Dates:**
- July 10, 2017: Student Ambassador Applications Due
- July 17-21, 2017: Interviews (for selected candidates)
- Aug 27- Sept 1, 2017: Training Week
- Sept 11-15: Welcome Week
- Weds 2:30-3:30pm: Weekly Staff Meetings

**Contact:**
Student LIFE
(Leadership, Inclusion, Fun and Engagement)
Student LIFE, PSU 209
425-388-9561 or studentlife@everettcc.edu
Please keep this page for your records.

Responsibilities

- Welcome and greet public at Student LIFE and Welcome Center.
- Perform clerical duties and office responsibilities.
- Provide various services and referrals to the campus.
- Develop an expanded knowledge of Everett Community College.
- Conduct campus tours for new students, schools, classes, and guests.
- Represent Everett Community College during college events.
- Assist with duties and tasks related to events put on by various Everett Community College departments.
- Work with diverse populations and provide tips on being a successful student.
- Learn and have a working knowledge of service area equipment such as computers, copiers, printers, ID card machine, and more.
- Issue and assist with general questions regarding the EvCC Card.
- Assist students with general technical questions such as: computer login, password reset, student email and student kiosk.
- Maintain workspace appearance and professionalism.
- Possess a willingness to work with groups in problem solving and decision-making to attain group goals and objectives.
- Participate in a mandatory Ambassador Team training.
- All other duties as assigned.
- Attend weekly staff meetings (Wednesdays during the quarter 2-4pm).

Qualifications

- Must be a currently enrolled Everett Community College student.
- Must be currently enrolled in at least 10 credits or be registered for 10 credits the quarter the position would begin.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Fall 2017-Spring 2018)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, enthusiasm and willingness to growth both personally and professionally.
- Must be able to effectively lead campus tours. Including leading consecutive tours and during all weather conditions.
- The hiring of all candidates that are selected for positions is tentative until a criminal background and EvCC conduct check is completed.

Instructions for Application:
Please print or type. Return the completed application to Student LIFE, PSU 209 or email it to studentlife@everettcc.edu.
To apply, please complete and submit the following:
1. Completed application form.
2. Complete questionnaire.
3. Turn in application before deadline.

Student Ambassador Application

First Name: ________________________    Last Name: ________________________

Student ID #: ________________________ Credit Hours Fall Quarter: ________________________

Are both your cumulative and quarterly GPA over 2.5?   □ Yes  □ No   □ New Student

How did you learn about the Student Ambassador job opportunity?

□ Student Leader Job Brochure   □ Student Ambassador   □ Bulletin Board/Poster   □ Student LIFE
□ Friend   □ Advisor   □ Social Media   □ Other: ________________________

Mailing Address: _____________________________________________________________

____________________________________________________

Phone: ________________________    Cell Phone: ________________________

E-Mail: _____________________________________________________________

Major Area of Study: ________________________ Expected Date of Graduation: ________________________

How long have you been enrolled at Everett Community College? ________________________

What languages are you fluent in? ________________________

Please grade yourself in the following areas. Use the following scale.

O=Outstanding  E=Excellent  G=Good  A=Average  F=Fair

___Attitude    ___Organizational Skills
___Public Speaking    ___Self-Motivation
___Communication Skills (Written)    ___Team Oriented
___Interpersonal Communication    ___Work Ethic
___Time Management    ___Computer Skills
___Leadership    ___Cultural Awareness or Cultural Competency
Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization:________________________

Dates of Employment: ______ to ________ Your Title: ____________________________

Description of your duties:

____________________________________________________________________________
____________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization:________________________

Dates of Employment: ______ to ________ Your Title: ____________________________

Description of your duties:

____________________________________________________________________________
____________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization:________________________

Dates of Employment: ______ to ________ Your Title: ____________________________

Description of your duties:

____________________________________________________________________________
____________________________________________________________________________

Reason for Leaving: _____________________________________________________________
Please list any campus or community activities you are involved with.
Examples: clubs, organizations, community service, etc. Please list the most recent items first.

<table>
<thead>
<tr>
<th>Organization/Activity</th>
<th>Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have any other commitments during the 2017-18 academic year?
Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please list at least three (3) references that are not related to you.
1._________________________ Phone:_________________________
2._________________________ Phone:_________________________
3._________________________ Phone:_________________________

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

____________________________________ ___________________________
Applicant's Signature Date
Student Ambassador Questionnaire

Important to note!

- All questions must be answered in order to complete the Student Ambassador Application process or your application will not be considered.
- All answers must be typed.

Please answer the following questions and attach to your application before submitting:

1. The “LIFE” in Student LIFE stands for Leadership, Inclusion, Fun and Engagement. What do these words mean to you? Please describe each individually.
2. The Student Ambassador Program is a leadership training program and a job. What do you want to learn from this experience? What do you hope to contribute?

RETURN THE COMPLETED APPLICATION TO STUDENT LIFE, THE WELCOME CENTER OR EMAIL TO STUDENTLIFE@EVERETTCC.EDU

Application Selection Process

1. After the application due date, applications are reviewed for eligibility. (Applicants must have a 2.5 GPA or higher quarterly and cumulatively and plan to register for at least 10 credits in the quarter they will start working. New students without a GPA are exempt.)

2. Names are removed from applications during committee review.

3. Committee reviews and grades applications with a scale of 1-5 on the following:
   a. Time/Effort - Candidate took time to follow directions, information is organized, professional, and formatted.
   b. Complete - Application was intact with all pages/questions, each section was filled out with info or N/A, references were included, and applicant may have attached additional items such as resume, cover letter, letters of recommendation.
   c. Content - Responses to questions were well thought out or complete, student appeared interested in leadership experience, demonstrated understanding and desire to be an ambassador and a willingness to grow.

4. Applications with high scores in the above areas are selected for the interview process.