

Los Medanos College/Counseling Department

Student Ambassador Application

Job Description:

Student Ambassadors are exemplary LMC students who, after completing specialized training, assist students in general counseling, including finding open classes, referrals to campus resources and navigating web advisor. Ambassadors help students navigate the registration process and online systems, both in person and over the phone.

Counseling Ambassadors staff the Counseling lobby and front desk, and may be assigned to assist with group counseling, tabling events, campus tours, and giving or assisting with presentations and workshops.

Strong Ambassador candidates are actively involved in a variety of academic majors, campus programs, and extracurricular interests. Recalling their own experiences as college students, Ambassadors are knowledgeable about many facets of campus life and are interested in helping all LMC students succeed both academically and personally.

Salary:

\$10.50 per hour

Qualifications:

- Ability to maintain confidentiality
- Cultural competency in diverse populations
- Excellent communication skills
- Comfortable working with public speaking and working in a fast-paced setting
- Love LMC and want to help new students get connected
- Understand and are able to explain LMC processes and policies
- Have a cumulative GPA of 3.0 and be enrolled in at least 6 units
- Have been at LMC for at least 1 semester
- Able to work regular office hours each week and additional hours for scheduled activities

Duties and Responsibilities include:

- Assist the Counseling Department with front desk office functions to ensure effective and efficient delivery of service.
- Answer telephone and assist callers or refer to staff member.
- Greet students and other visitors to the office, and assist them as appropriate.
- Schedule and reschedule student appointments using SARS Grid.
- Retrieve student files for counseling and other appointments.
- Perform entry data.
- Campus mail delivery/pick-up.
- Photocopy, file, scan, and shred documents as required.
- Assist with file purging at close of semester.
- Assist with preparation for counseling workshops and events as required.
- Possible on/off-campus outreach.
- Send correspondence.
- Retrieve and-reply to voicemail.
- Facilitate peer workshops.

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Application Process:

Because Student Ambassadors represent the college and require a high level of responsibility, all students must submit a full application including:

- Application form
- Resume
- Responses to application questions
- Time management sheet

Please note that ambassadors are required to attend weekly trainings on Friday's from 1-3pm. After your application has been received, final candidates will be called in for interviews and Student Ambassadors will be selected. The number of students hired will depend upon the available funding for the year.

Turn in your application to:

Counseling Department Front Desk
4th Floor, Student Services Center
(925) 473-7449

Questions? Please contact Irma Balsover at ibalsover@losmedanos.edu

A. Application Form (Please print clearly!)

NAME

STUDENT ID#

ADDRESS (STREET, CITY, STATE, ZIP CODE)

EMAIL ADDRESS

TELEPHONE

OF LMC UNITS COMPLETED

CURRENT GPA

LANGUAGES SPOKEN

EXPECTED GRAD SEMESTER

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- B. **Resume:** Attach your resume. Include any LMC involvement (programs, clubs, work, etc.) that you have.
- C. **Application questions:** Please answer the following questions (print clearly).
1. Why are you interested in being a Student Ambassador with the Counseling department?
 2. What major(s) or career field(s) are you interested in? What are your educational goals? It is okay not to be sure.
 3. How familiar are you with student services and campus resources?
 4. Do you have any job or volunteer experience that you think would be relevant to this position?
 5. Describe any skills, training, or abilities that you have that would benefit the Counseling department (especially mention skills requested in the position description on the first page).

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D. **Time management sheet:** Please complete the following grid. Include all your current commitments for the Fall 2016 semester including anticipated classes, jobs/work, meetings, and/or other activities.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00					
9:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					
6:00 – 7:00					