

Los Medanos College Student Ambassador Information & Application

Becoming a Student Ambassador or Student Leader is a great opportunity to serve your fellow students at the college. It is preferred that students interested in becoming Student Ambassadors/Student Leaders have been at LMC for more than one semester and have a good understanding of various programs and services available to students.

POSITIONS WE ARE CURRENTLY HIRING FOR:

Student Ambassador-Welcome Services

- Welcome Center/Desk staffing
 - Explain enrollment requirements to potential students
 - Assist students with online enrollment steps & InSite/WebAdvisor
- Assist with Education Plan Workshops
- Various campus events
- Regular Training Sessions
- Other duties as assigned

Student Ambassador-Outreach

- High school peer mentoring
- High school tabling and presentations
- Off-site outreach events that require reliable transportation
- Campus tours and on-campus events
- Regular Training Sessions
- Other duties as assigned

Student Ambassadors will be required to commit to working a semester-long schedule including trainings/meetings, regular hours each week and additional hours for scheduled events/activities.

Student Leader

- High School Senior Saturdays (April)
- 4-5 Friday training Sessions (March-April)
- On-call pool for various on & off campus events

Student Leaders will be hired to work the April High School Senior Saturdays, a series of 4-5 Friday trainings, and be placed in an on-call pool for a variety of on and off campus events throughout the rest of the semester.

QUALIFICATIONS:

- 2.75 LMC Cumulative GPA
- Enrolled in at least 6 units
- Completed a minimum of 6 units as an LMC student
- Love LMC and want to help new students get connected
- Understand and adhere to the goals of the orientation process at LMC
- Represent a variety of academic majors, campus programs, and/or extracurricular interests

BENEFITS:

Leadership skill-building; gain experience in problem solving, presentations, and communication; meet new people; attend exciting campus events; develop connections with college administrators, faculty, staff and students. Looks good on transfer applications and resumes!

FINANCIAL INCENTIVE:

Student Ambassadors are paid \$10.50/hr. for their work including all trainings, office hours, and scheduled activities. Most Student Ambassadors work 5-10 hours per week, while Outreach Ambassadors and Student Leaders work on an event basis.

APPLICATION PROCESS

- Application Form with position preference
- Typed Responses to Application Questions
- Unofficial Transcript
- Name of Reference that we may contact
- Time Management Sheet

TO TURN IN YOUR APPLICATION (or get more information):

Welcome Center/Information Desk
Student Services Center, Level 3
925-473-7433
eramirez@losmedanos.edu

After your application has been received, finalists will be called in for interviews.

LMC STUDENT AMBASSADOR/LEADER APPLICATION

_____ NAME	_____ STUDENT ID#
_____ ADDRESS (STREET, CITY, STATE, ZIP CODE)	
_____ EMAIL ADDRESS	_____ TELEPHONE
_____ # OF LMC UNITS COMPLETED	_____ CURRENT GPA
_____ LANGUAGES SPOKEN	_____ MAJOR/CAREER GOAL

A) Please indicate your position preference by checking all that interest you.

Student Ambassador-Welcome Student Ambassador-Outreach Student Leader

B) Please answer the following questions (typed on a separate sheet of paper):

1. Why are you interested in being a Student Ambassador?
2. What clubs, programs or learning communities are you involved with at LMC?
3. Describe any skills, training, or abilities that you have that would benefit you in this position. Please be sure to list any connections or experiences that you have on the campus.

C) Submit a copy of your Unofficial Transcript

D) Fill in the name of a reference, with contact information so that they may be contacted.

Reference should be LMC faculty or staff, an advisor, or a current or former employer.

_____ Reference Name	_____ Telephone Number
_____ Email	_____ Relationship

E) Complete the Time Management Form

TIME MANAGEMENT FORM

Spring 2018

On this sheet, include all of your spring 2017 commitments including 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					