

# OUTREACH AMBASSADOR INFORMATION & APPLICATION

**DEADLINE: September 16, 2016**

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## OUTREACH AMBASSADORS

Outreach Ambassadors represent the college at various events in the community and on campus. We regularly visit local high schools, meet with prospective students, and provide information regarding the programs and services offered at LMC. Our Outreach Ambassadors serve a one (1) year position as a liaison for the college, local feeder high schools, and community. **IMPORTANT:** Outreach Ambassadors will be required to commit to working a year-long schedule, including trainings/meetings, high school peer mentoring, Welcome Desk/Center office work, and additional hours for scheduled events/activities on and off campus.

## QUALIFICATIONS

- 2.75 LMC Cumulative GPA
- Enrolled in a least 6 units
- Completed a minimum of 6 units as an LMC student

## BENEFITS

Develop and enhance leadership, communication, and presentation skills, network work with many campus groups and departments, improve knowledge of LMC, represent the student body, and build resume experience.

## FINANCIAL INCENTIVE

Outreach Ambassadors are paid an hourly wage of \$10.00/hr. for their work including all training, Welcome Desk/Center office work, and scheduled activities. Most Outreach Ambassadors work 5-15 hours per week.

## APPLICATION PROCESS

Because Outreach Ambassadors represent the college at various events and regularly visit local high schools, they also have a high level of responsibility. All students interested in being an Outreach Ambassador must submit:

- I. Outreach Ambassador Application
- II. Outreach Ambassador Questions (*typed*)
- III. Time Management Form
- IV. Reference Sheet/Letter (Only if you're "NEW" to Student Outreach)
- V. Unofficial Transcript
- VI. Resume (Optional)

**SUBMIT APPLICATION TO:** Sandra Parsons | High School & Community Outreach Coordinator  
Welcome Desk | Student Services Building Rm. SS3-320  
sparsons@losmedanos.edu | 925.473.7433

# OUTREACH AMBASSADOR RESPONSIBILITIES

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- High School Peer Mentoring
- High School Pre-Orientation Presentations
- High School Senior Saturdays (April)
- Campus Tours
- Various on & off campus events
- Regular trainings/meetings
- Welcome Desk/Center Staffing
- Other duties as assigned

## I. LMC OUTREACH AMBASSADOR APPLICATION

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Please provide the following information:

NAME

STUDENT ID#

ADDRESS (STREET, CITY, STATE, ZIP CODE)

EMAIL ADDRESS

TELEPHONE

# OF LMC UNITS COMPLETED

CURRENT GPA

LANGUAGES SPOKEN

MAJOR/CAREER GOAL

## II. OUTREACH AMBASSADOR QUESTIONS *(Typed on a separate sheet of paper.)*

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1. How did you hear about the Outreach Ambassador opportunity?
2. Why are you interested in being an Outreach Ambassador?
3. Describe any skills, training, or abilities that you have that would benefit you in the role of an Outreach Ambassador.

### III. TIME MANAGEMENT FORM (FALL 2016)

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On this sheet, include all of your current commitments including classes, jobs/work, meetings, family obligations, and/ or activities, as well as your available time to work.

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					
7:00 - 8:00					

#### IV. REFERENCE FORM (Only if you are new to Student Outreach)

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Reference form should be completed by a faculty/staff/advisor, or by a current or former employer.

NAME OF STUDENT \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_

POSITION TITLE & EMPLOYER \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

How long and in what capacity have you known/worked with this student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Please rate this student on the following:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
He/she is a leader among her/his peers.	1	2	3	4
She/he has strong time management/planning skills.	1	2	3	4
She/he takes direction and/or feedback well.	1	2	3	4
He/she has strong interpersonal communication skills.	1	2	3	4
She/he exhibits calmness and maturity in most situations.	1	2	3	4

Do you have any other comments about this student that would help us make a decision about hiring her/him?

\_\_\_\_\_  
\_\_\_\_\_

#### V. ATTACH YOUR UNOFFICIAL TRANSCRIPTS

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Unofficial transcripts can be obtained through your Insite WebAdvisor account.

#### VI. ATTACH YOUR RESUME (Optional)

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Include affiliations with clubs, programs, etc. on or off campus.