



Los Medanos College Student Ambassador Program Information & Application Application Deadline: May 17, 2013

Student Ambassadors

Becoming a Student Ambassador is a great opportunity to serve as a student leader at the college. It is preferred that students interested in becoming Student Ambassadors have been at LMC for more than a semester and have a good understanding of various programs and services available to students. Student Ambassadors will be required to commit to working a year-long schedule including trainings/meetings, regular office hours each week and additional hours for scheduled events/activities.

Qualifications:

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

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 an hourly wage of \$8.03/hr for their work including all trainings, office hours, and scheduled activities. Most Student Ambassadors work 5-10 hours per week.

Application Process

Because Student Ambassadors represent the college and require a high level of responsibility, all students interested in being a part of the Student Ambassador Program must submit a full application including:

- Application Form
- Typed Responses to Application Questions
- Resume
- Unofficial Transcript
- Time Management Sheet
- Reference Sheet/Letter

Please note that the summer may involve planning and orientations, so all applicants must be committed to working the entire year including the summer.

After your application has been received, finalist 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 (or get more information from):

Student Life Office
GA Building (Next to Child Studies Center)
Demetria Lawrence
dlawrence@losmedanos.edu
(925) 439-2181, x3941

Transfer Center
CC2-225
Tara Sanders
tsanders@losmedanos.edu
(925) 439-2181, x3124

Welcome Center/Outreach
CC2-255
Carla Rosas
crosas@losmedanos.edu
(925) 439-2181, x3989

Student Ambassador Responsibilities For Year: 2013-2014

Student Ambassadors are assigned to specific departments and perform duties in that respective area. The areas are:

- Student Life
- Transfer Center
- Welcome Center/Outreach

Examples of the work in each area are listed below. In addition, all Student Ambassadors will assist with large campus events such as Welcome Week, Transfer Day/College Night, and New Student Orientations.

All Ambassadors Responsibilities

All Ambassadors are expected to attend complete the following:

- Regular Trainings
 - Bi-Monthly or Monthly Departmental Trainings
- Leadership Development
 - LMC Student Leadership Retreat (October)
- Other duties as assigned

Student Life Responsibilities

- Assist with staffing the Student Life Office
- Plan and coordinate (including logistics, advertising, and staffing) programs such as:
 - Bay Adventures
 - Blood Drives
 - Athletics Spirit Events
 - Academic Competition
 - Welcome Week/Mustang Madness

Transfer Center Responsibilities

- Assist with staffing the Transfer Center
- Assist with leading trips for University tours/visits
- Coordinate recruitment/advising events with University Representatives
- Assisting with planning events such as:
 - Transfer Days / College Nights
 - Transfer Achievement Ceremony

Welcome Center/Outreach Responsibilities

- Assist with staffing the Information Desk & Welcome Center
- Assist with High School Presentations
- Staff High School Information Tables
- Assist with and lead aspects of New Student Orientations
- Staffing Information Tables during Semester Start-up
- Lead campus tours

LMC Student Ambassador Application For Year: 2013-2014

Make sure to review the Student Ambassador Program Information to get a general overview of the positions, requirements, benefits, and application procedure.

(Please print clearly!)

NAME

STUDENT ID#

ADDRESS (STREET, CITY, STATE, ZIP CODE)

EMAIL ADDRESS

TELEPHONE

OF LMC UNITS COMPLETED

CURRENT GPA

LANGUAGES SPOKEN

MAJOR/CAREER GOAL

Please indicate your program preference by ranking from 1-Most Interested to 3-Least Interested.

___ Student Life

___ Transfer Center

___ Welcome Center/Outreach

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

1. How did you hear about the Student Ambassador Program?
2. Why are you interested in being a Student Ambassador?
3. Describe any skills, training, or abilities that you have that would benefit you as a Student Ambassador.

B. Attach your Resume. Include any LMC involvement (programs, clubs, work, etc.) that you have.

Note: If you need assistance creating a resume, visit the LMC Career Center located in CC2-263.

C. Complete the Time Management Form.

D. Have your reference complete the Reference Form.

TIME MANAGEMENT FORM

FALL 2013

On this sheet, include all of your current commitments for Fall 2013 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					
7:00 - 8:00					

LMC Student Ambassador Application

Reference Form

*Reference form should be completed by a faculty/staff/advisor, or by a current or former employer.
Forms can be submitted with the student application or separately to the Student Life Office.*

Student to complete this part:

Name of Student: _____

Reference to complete this part: (Questions can be answered on this sheet or on an attached letter)

Reference Name

Telephone Number

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

Please rate this student on the following:

	Strongly Disagree	Disagree	Agree	Strongly Agree
They are a leader among her/his peers:	1	2	3	4
They have strong organization/planning skills:	1	2	3	4
They are actively involved with LMC campus activities:	1	2	3	4
They take direction and/or feedback well:	1	2	3	4
They have strong interpersonal communication skills:	1	2	3	4

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