



**Los Medanos College  
Student Life Office  
2015-2016 Student Ambassador Application  
Priority Application Deadline: Thursday, July 16, 2015.**

**Student Ambassadors:**

Becoming a Student Ambassador with the Student Life Office is a great opportunity to serve as a student leader at the college. It is preferred that students interested in becoming Student Life Ambassadors have been at LMC for more than a semester and have an understanding of, and passion for providing leadership development opportunities that support students in becoming agents of social change. Student Life 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 Life Ambassadors are paid an hourly wage of \$9.00/hrs. for their work including all trainings, office hours, and scheduled activities. Most Student Life Ambassadors work approx. 10 hours per week.

**Application Process:**

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

- Application
- Resume
- Unofficial Transcript
- Typed Responses to Supplemental Questions
- Time Management Sheet

**Please note that the summer may involve training and pre-semester planning, so all applicants must be committed to working the entire year including the summer.**

After your application has been received, potential candidates will be interviewed and Student Life 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  
Demetria Lawrence  
dlawrence@losmedanos.edu  
(925) 473-7552

## **Student Life Office**

### **Student Life Ambassador Responsibilities**

Student Life Ambassadors support a variety of functions in the Student Life Office through the following:

- Assist with staffing the Student Life Reception desk
- Assist with leading Bay Adventures trips (field trips, excursions)
- Host informational tables at campus events
- Assist with planning events such as:
  - Welcome Week (Mustang Madness)
  - IMPACT Retreat
  - Blood Drives
  - Social Justice Film Series
  - Athletic Spirit Events
- Assist with other large campus events such as Transfer Day/College Night and New Student Orientations
- Attend a weekly staff meetings.
- Attend the annual CCCSAA Student Leadership Retreat (October 22-25)

Additionally, some Student Life Ambassadors will be assigned a leadership position in one of the following areas:

#### **Spirit Coordinator:**

Help organize Student Life Office publicity and marketing, includes maintaining campus bulletin boards. Work closely with Student Life Coordinators and other Ambassadors to ensure projects are completed in a timely manner. Example of tasks include: Create flyers for all activities using Photoshop, develop script for classroom announcements, update campus bulletin boards and social media page, make copies of flyers and organize materials for other Ambassadors to help with publicity and marketing. Act as Student Life photographer at sponsored events. Maintain activity list serve and participation database. Collaborate with Inter-Club Council with advertisement of Club Days.

#### **Leadership Program and Event Coordinator:**

Help develop and organize Student Life leadership programs and events. Work closely with Student Life Coordinators and other Ambassadors to ensure projects are completed in a timely manner. Example of tasks include: create and maintain registration rosters, call and email registered students, maintain participation database, create/disseminate/collect activity/event evaluations sheets, maintain evaluation database, help lead/track large groups of students on a variety of excursion trips, assist with logistic for workshops and other leadership events.

#### **Intramural Sports and Activities Coordinator:**

Assist with the creation and development of intramural sports program. Work closely with Student Life Coordinators and other Ambassadors to ensure projects are completed in a timely manner. Example of tasks include: Coordinate rallies for intramural program, host intramural orientations. Create and maintain application and sign in sheets. Create disseminate and collect evaluation sheets. Keep track of to-do checklists. Call and email registered students, create activity binders with important information and participation roster, confirm ambassador staffing on game days, create/disseminate/collect evaluation sheets, maintain participation database.

**Student Life Office**  
**Student Life Ambassador Application**

A general overview of the leadership positions, requirements, benefits, and application procedures are listed on the cover page.

*(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 preference for a leadership area by ranking your top 3 choices:  
(1-Most Interested to 3-Least Interested)**

- Spirit Coordinator
- Leadership Program & Event Coordinator
- Intramural Sports & Activity Coordinator

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

Note: If you need assistance creating a resume, visit LMC Career Services located in SS4-438.

**B. Complete the Time Management Form.**

**C. Please list three professional references:**

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	

**Student Life Office**  
**TIME MANAGEMENT FORM**  
**Fall 2015**

Please include all of your current commitments for Fall 2015 including classes, jobs/work schedules, meetings, and/or other activities.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 - 9:00					
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					Weekly
					Staff
12:00 - 1:00					Meetings
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					

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**Student Life Office**  
**Supplemental Questions**

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 with the Student Life Office?
3. Describe any skills, training, or abilities that you have that would benefit you as a Student Life Ambassador.
4. Describe any skills, training, or abilities that you have that would benefit you in the leadership areas you selected above.