

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 at least 6 units
- Completed a minimum of 6 units as an LMC student

BENEFITS

Develop leadership skills, enhance communication skills, presentation skills, opportunity to network, work with many other campus organizations and departments, improve knowledge of LMC, represent student body, build your resume, and team building.

FINANCIAL INCENTIVE

Outreach Ambassadors are paid an hourly wage of \$9.00/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 an application including:

- 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: Annica Soto | High School & Community Outreach Coordinator
Welcome Desk | Student Services Building Rm. SS3-320
asoto@losmedanos.edu | 925.473.7433

OUTREACH AMBASSADOR RESPONSIBILITIES

- 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

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.)*

1. How did you hear about the Outreach Ambassador opportunity?
2. Why are you interested in being an Outreach Ambassador Leader?
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 (SP16)

On this sheet, include all of your current 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					
7:00 - 8:00					

IV. REFERENCE FORM *(Only if you're "NEW" to Student Outreach.)*

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

NAME OF STUDENT _____

NAME OF REFERENCE _____

POSITION TITLE _____

EMPLOYER _____

TELEPHONE _____

EMAIL _____

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

II. Please rate this student on the following:

QUESTIONS	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE
1. He/she is a leader among her/his peers.	1	2	3	4
2. She/he has strong organization/planning skills.	1	2	3	4
3. He/she takes direction and/or feedback well.	1	2	3	4
4. He/she has strong interpersonal communication skills.	1	2	3	4
5. She/he exhibits calmness & maturity in most situations.	1	2	3	4

V. ATTACH YOUR UNOFFICIAL TRANSCRIPTS

Unofficial transcripts can be obtained through your Insite WebAdvisor account.

VI. ATTACH YOUR RESUME *(Optional)*

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