



Los Medanos College Transfer & Career Services Student Ambassador Application Priority Application Deadline: May 20, 2015

Student Ambassadors

Becoming a Student Ambassador with Transfer & Career Services 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 an understanding of, and passion for working with, transfer and career programs, services, and activities. 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 \$9.00/hrs. for their work including all trainings, office hours, and scheduled activities. Most Student Ambassadors work approx. 10 hours per week.

Application Process

Because Student Ambassadors represent the college and require a high level of responsibility, all students 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 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, 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):

Transfer & Career Services
4th Floor of the New Student Services Center
Ade Origenwa
aorigunwa@losmedanos.edu
(925) 473-7443

Transfer & Career Services Student Ambassador Responsibilities For Year: 2015-2016

Student Ambassadors support a variety of functions in the Transfer & Career Services department through the following:

- Assist with staffing the Transfer & Career Services front desk area
- Assist with leading trips for University tours/visits
- Hosting University Representatives on-campus
- Assisting with planning events such as:
 - Transfer & Career Workshops
 - Transfer Days / College Nights
 - Transfer Academy events and activities
 - Student Success Ceremony
- Assist with other large campus events such as Welcome Week and New Student Orientations
- Attend a weekly staff meeting.
- Attend the annual LMC IMPACT Student Leadership Retreat (October)

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

Publicity & Marketing:

Help organize Transfer & Career publicity and marketing. Work closely with Transfer Coordinator, Career Counselor, Intern and other Ambassadors to make sure to-do items are completed in a timely manner. Example tasks: Create flyers for all activities using Photoshop/Pixlr, create advertising slideshows using PowerPoint, make regular classroom announcements and public comments at LMC's Associated Students meeting and Inter Club Council meetings, update our marketing boards weekly, make copies of flyers and organize materials for other Ambassadors to help with publicity and marketing.

Workshops & Events:

Help organize Transfer & Career workshops and events. Keep track of Workshop & Event to-do checklists. Work closely with Transfer Coordinator, Career Counselor, Intern and other Ambassadors to make sure to-do items are completed in timely manner. Example tasks: Call and email RSVP'd students, track room reservations, create workshop master calendar/flyer, create/track sign-in sheets for attendance, enter attendance in data grid, create/disseminate/collect workshop evaluations sheets, set up rooms (flyers, food, name cards for presenters).

Transfer Tours:

Help organize tours of transfer universities. Keep track of Tour to-do checklists. Work closely with Transfer Coordinator, Intern and other Ambassadors to make sure to-do items are completed in a timely manner. Example tasks: Call and email RSVP'd students, track waitlisted students, create tour binders with important information and attendance roster, confirm ambassador staffing on tour days, help lead/track large groups of students on a variety of campuses, create/disseminate/collect tour evaluation sheets, enter attendance on our data grid.

Transfer Representatives Coordination:

Help organize visiting Transfer Representative's appointments and tabling. Work closely with Transfer Coordinator and other Ambassadors to make sure to-do items are completed in a timely manner. Example tasks: Call and email RSVP'd students, request transcript printing on day prior to rep visit, keep track of representative visitation submissions, add all representative visitation dates to shared Google calendar, set up tables/chairs for tabling representatives, tend to representatives needs during visits, enter drop-in appointment on data grid.

Career Services & Activities:

Help organize Career Activities. Work closely with Career Counselor and other Ambassadors to make sure to-do items are completed in a timely manner. Example tasks: Call and email RSVP'd students, more tasks to be determined as activities grow.

LMC Transfer & Career Services
Student Ambassador Application
For Year: 2015-2016

Make sure to review the Student Ambassador Information to get a general overview of the leadership 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 preference for a leadership area by ranking your top 3 choices:
(1-Most Interested to 3-Least Interested)**

- Publicity & Marketing
- Workshops & Events
- Transfer Tours
- Transfer Representatives Coordination
- Career Services & Activities

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

B. 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.

C. Complete the Time Management Form.

D. Have your reference complete the Reference Form.

TIME MANAGEMENT FORM

Fall 2015

On this sheet, include all of your current commitments for Fall 2015 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 Transfer & Career Services
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
Ade Originwa (aorigunwa@losmedanos.edu) .*

Student to complete this part:

Name of Student: _____ Student ID#: _____

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?