



MPC Lobo Ambassador Position Description

Summary

Lobos Ambassadors act as Monterey Peninsula College representatives throughout the district community, representing and promoting MPC to prospective and current students, their families, and other guests. Ambassadors must develop in depth knowledge of all aspects of college life (academics, campus life, athletic programs, and all facilities/purposes). Lobos Ambassadors help to educate visitors for prospective students and families, Lobos Ambassadors play an important role in connecting new students to MPC. Ambassadors provide insight into what it is like to be a student at Monterey Peninsula College and can easily identify with prospective students.

Ambassadors are current students selected on the basis of leadership, scholarship, professionalism, and desire to promote Monterey Peninsula College programs and activities. Ambassadors will be involved with many on campus events as well as volunteer efforts in the community. This is a unique opportunity for students to gain valuable skills in public relations, marketing, leadership, and communication.

Responsibilities

Lobos Ambassadors will provide the following services, including but not limited to:

- Support and assist in the delivery of outreach services
- Lead campus tours
- Represent MPC during college nights, career fairs, school visits, and other informational events
- Assist in the planning and/or implementation of special events such as Welcome Day, New Student Orientation, open houses, High School Assessment Event, Transfer Day, and Commencement
- Meet and greet prospective students, families, alumni, and special guests
- Provide directions, general information, and assistance to visitors, students and staff
- Assist in Foundation fundraising/community relation efforts
- Represent the college at off-campus events as needed
- Provide assistance in the Lobos Ambassador office
- Assist other departments on campus in related outreach activities
- Attend mandatory staff meetings

- Participate in leadership workshops, in-service training, and other professional development activities
- Maintain proper work attire, business casual. Wearing your assigned Lobos ambassador polo during all work hours/events.

Qualifications

Students who are selected as Lobos Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. A Lobo Ambassador should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Ambassadors will have flexible work hours and will be paid \$10.50 an hour.

Minimum

- Be a currently enrolled student at MPC
- Be enrolled in a minimum of 6 units for both Fall and Spring
- Maintaining a minimum 2.0 GPA
- Must be a student in good standing and not on Academic, Progress, or Disciplinary Probation
- Must have an updated Education plan on file at all times

Desirable

- Have completed at least one year as a student at MPC
- Ability to work 6-8 hours a week
- Be able to effectively communicate with people of diverse cultural, social, and educational backgrounds
- Must commit to working a full academic year and attend training

Incentives

- Campus Recognition
- Experience for Resume
- Exposure to various campus involvement opportunities and networking opportunities
- Developing interpersonal skills while gaining professional experiences
- Text books
- Priority Registration

Other Information

- Required to work at least 20-25 hours per semester, in addition to scheduled training and staff meetings.
- Must be available to attend mandatory trainings and weekly meetings on **Fridays at 12:00 pm.**

- Ambassadors are responsible for notifying their supervisor if they are unable to make their scheduled events (within 24 hours of event start time). If missing an event, the Ambassador must make up missed event with an equivalent event that semester.
- Two (2) unexcused absences from assigned events or weekly meetings will result in your termination from the MPC Lobos Ambassador program.
- You will receive a required uniform/polo shirt to wear when working as an ambassador.
- Ambassador training begins in July 2016.

Application Procedure

Applicants must complete a Lobos Ambassador Application with supporting documents and turn into the MPC Student Job Placement Center (Student Services Building, Room 211) by 12:00 pm on Friday, May 20. Students who meet all qualifications will be contacted for an interview by Friday, May 27. Interviews will be conducted during the week of June 6-10, 2016. All Lobos Ambassadors will be selected by June 13, 2016.

Application Checklist:

- Completed Application
- Personal essay
- Recommendation letter
- Unofficial MPC transcript
- Availability and Work Plan Form
- Resume (optional)