



Career & Transfer Resource Center Job Description for Department Ambassador

Federal Work-Study (FWS) required to be eligible to apply

Work Schedule: 10-15 hrs per week

Pay Scale: \$16:00/ hr

Deadline to apply: Feb 15, 2024

Who Are Student Ambassadors?

- Leaders who can inspire and motivate others.
- Positive role models for all students.
- Representatives of MPC on and off the clock.
- Persons equipped with good communication and problem-solving skills.
- Students who are reliable, responsible, and go beyond what is typically expected of them.
- Individuals who provide welcoming services and exhibit emotional intelligence.

Job Description and Minimum Requirements:

Under the direction of the Counselor and the Coordinator of the CTRC, the student ambassador will work collaboratively with the rest of the team and campus partners to help lead outreach and promotion. The ambassador will help facilitate and encourage peer participation in the CTRC transfer events and enhance the CTRC's overall operations.

Position Description

- Act in a welcoming, inclusive, and professional manner; demonstrate sensitivity to all students, colleagues, and members of the public who interact with the center.
- Assist with tabling at major campus events
- Manage bulletin boards with promotional material
- Maintain general cleanliness of the center including dusting and organizing pamphlets
- Maintain current and relevant knowledge on topics relating to the Career & Transfer Center: transfer, universities/colleges, career exploration, scholarships, etc.
- Represent MPC CTRC and develop a strong network of relationships with Student Services, student clubs, faculty, etc. to promote our services

- Establish and maintain relationships with students via promotional presentations
- Assist in ensuring resources and information in the center and online are relevant and current
- Assist other departments on campus in related outreach activities
- Attend mandatory meetings and training
- Perform some office duties
- Help establish a robust social media presence
- Solicit feedback to improve services
- Complete other tasks as assigned

Qualifications:

- Pursuing higher education at Monterey Peninsula College
- Must be a student in good standing and not on Disciplinary Probation
- Must have a current Education Plan on file and maintain full-time enrollment status
- Maintain a minimum 2.5 cumulative GPA at MPC.
- Eligible for Federal Work Study (FWS) or CalWORKs.
- Have reliable transportation
- Able to maintain confidentiality
- Punctual
- Team Player
- An ability to communicate both orally and in writing; a willingness to speak in public, such as providing brief presentations

Incentives

- Campus Recognition
- Campus involvement and networking opportunities
- Opportunity to develop interpersonal and leadership skills while gaining professional experiences
- Textbook loan
- Priority Registration

Application Checklist

- Personal essay
- Unofficial MPC transcript
- Work Availability