



Job Title: **Virtual Admissions and Records Ambassador**
Time Period: September 21 – December 30, 2020 or Future Notice
Salary: \$16 per hour
FTE: Approximately 10-15 hours a week
Report to: Admissions and Records

DESCRIPTION

Virtual Admissions and Records Ambassadors are representatives, envoys, and messengers of Foothill College Admissions and Records and The Ambassador Program. They are the liaisons between the Foothill College students, staff, and the community. Ambassadors will support their peers virtually by providing activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19.

AMBASSADOR DESIRED ATTRIBUTES AND ABILITIES

- Work with a diverse group of people
- Work as a team member
- Self-motivated
- Good communication skills
- Leadership
- Flexibility
- Creativity
- Interpersonal skills
- Possess a willingness to serve students
- Be flexible and collaborative
- Willingness to present and give tours

ADMISSIONS AND RECORDS AMBASSADOR RESPONSIBILITIES:

- Virtually commit to 10 hours per week of Admissions and Records and Ambassador activities.
- Virtually work in an office setting and interact with students seeking admissions and records assistance and provide high quality customer service by phone, email, or other related duties as needed.
- Will be partnering up with staff to build service leadership development, through projects, presentations, and other professional development activities to support students.

APPLICATION CRITERIA

- Past leadership experience or interest in leadership experience at Foothill College
- Current Foothill full time student in good academic standing (2.0 GPA or higher). Must meet Student Employee Requirements (see link below)
<https://foothill.edu/financialaid/programs/employment.html>
- Selected applicants will be contacted for online interviews

If interested please contact us at ambassadors@fhda.edu or 650-949-7241

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