



Job Title: **Admissions and Records Ambassador**
Time Period: February 10 – June 30 2020
Salary: \$15 per hour
FTE: Approximately 10-15 hours a week
Report to: Admissions and Records

DESCRIPTION

The Admissions and Records Ambassadors are the 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.

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
- Be able to have fun
- Willingness to present and give tours

ADMISSIONS AND RECORDS AMBASSADOR RESPONSIBILITIES:

- Commit to 10 hours per week of Admissions and Records and Ambassador activities.
- Generally will work in an office setting and interact with students seeking admissions and records assistance and provide high quality customer service by phone, email or in person, 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.

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)
- 2 Admissions and Records Ambassadors will be selected
- Selected applicants will be contacted for in-person or online interviews

If interested please contact us at ambassadors@fhda.edu or 650.949.7813