



Job Title: **Virtual Disability Resource Center Ambassador**
Time Period: September 21 – December 30, 2020 or till further notice
Salary: \$16 per hour
FTE: Approximately 10-15 hours a week
Report to: Disability Resource Center

DESCRIPTION

Virtual Disability Resource Center Ambassadors are the representatives, envoys, and messengers of Foothill College DRC 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

DISABILITY RESOURCE CENTER AMBASSADOR RESPONSIBILITIES:

- Virtually commit to 10-15 hours per week of DRC and Ambassador activities.
- Virtually work in an office setting and interact with students seeking DRC assistance and provide high quality customer service by phone, email, and help with 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 in-person or online interviews

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

REV 9/15/20