



Job Title: **Virtual Financial Aid 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: Financial Aid

### **DESCRIPTION**

Virtual Financial Aid Ambassadors are the representatives, envoys, and messengers of Foothill College Financial Aid 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

### **FINANCIAL AID AMBASSADOR RESPONSIBILITIES:**

- Virtually commit to 10-15 hours per week of Financial Aid and Ambassador activities.
- Virtually work in an office setting and interact with students seeking Financial Aid assistance and provide high quality customer service by phone, email, and help in 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](mailto:ambassadors@fhda.edu) or 650-949-7241*