



Job Title: **International Students Programs Ambassador**  
Time Period: January 2021 – June 30, 2021 or further notice  
Salary: \$17 per hour  
FTE: Approximately 10-15 hours a week  
Report to: International Students Programs Office

### **DESCRIPTION**

The International student ambassador are the representatives, envoys, and messengers of Foothill College International Students Programs and The Ambassador Program. They are the liaisons between the Foothill College students, staff, and the community.

### **AMBASSADOR DESIRED ATTRIBUTES AND ABILITIES**

- Adobe Creative Suite
- Video editing and photography skills
- Verbal and written communication skills
- Strong networking skills
- Public speaking in person or on social media
- Creativity
- Be flexible and collaborative
- Openness and ability to take criticism
- Willingness to serve a diverse student population
- Self-motivated
- Interpersonal skills

### **INTERNATIONAL AMBASSADOR RESPONSIBILITIES:**

- Commit to 10-15 hours per week of International Studies Programs and Ambassador activities.
- Generally, will work in an office setting and interact with students seeking 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 an online interview