



Job Title: **Virtual Outreach 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: Outreach Department

### **DESCRIPTION**

Virtual Outreach Ambassadors are the representatives, envoys, and messengers of Foothill College Outreach department 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

### **OUTREACH AMBASSADOR RESPONSIBILITIES:**

- Virtually commit to 10-15 hours per week of Outreach department and Ambassador activities.
- Virtually will work in an office setting and interact with students seeking Outreach department assistance and provide high quality customer service by phone, email or assist with other related duties as needed.
- Will be helping with virtual events and virtual touring for current or prospective students.
- Will be partnering up with staff to build service leadership development, through projects, presentations, and other professional development activities to support student.

### **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](mailto:ambassadors@fhda.edu) or 650-949-7241*

*REV 9/15/20*