



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

### **DESCRIPTION**

The 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.

### **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

### **OUTREACH AMBASSADOR RESPONSIBILITIES:**

- Commit to 10 hours per week of Outreach department and Ambassador activities.
- Generally will work in an office setting and interact with students seeking Outreach department assistance and provide high quality customer service by phone, email or in person, or other related duties as needed.
- Will be helping with events and touring for prospective students.
- 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 Outreach Ambassadors will be selected
- 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 650.949.7813*